

Patient Portal

<http://gi.mygportal.com/>

Portal Help - Call 601.326.3512

To Register...

1. Upon scheduling an appointment with us, you will receive an invitation email from our practice with portal instructions if we have an email on file for you. Otherwise, please contact our office @ **601.326.3512** to obtain a pin for the portal.
2. Click on the link from the email invitation or click patient portal from our website.
3. Enter your Information and click on Register.

After Registering...

1. Complete your medical, family and social history.
2. Click send to submit your information to our office.

*** This is a new portal. If you previously had a portal account prior to April 1, 2015 with GI Associates, you will need to establish a new account with the new portal.**

With the portal you can...

- Request Appointments.
- Check your results.
- Send a message to our practice.
- Update your personal medical records.
- Log-on 24/7 access from anywhere.

How to...

Send a secure message to my Doctor's Office

- Click on the message tab.
- Click "new" and compose your message.
- Remember to click send.

Receive secure messages through Patient Portal?

- You will receive a notification email when you have a message waiting in Patient Portal.
- Click on the message tab.
- Click on "new messages" to view your messages.

Update my personal information?

- Click on Health Summary, then click on update.
- Change the information you want.
- Click on "send" to submit changes.

Reset my Password?

- Click on My account/change password.
- Enter username, DOB and registered email address.

Questions?

► Can I schedule my appointment online through Patient Portal?

You may send a request to schedule your appointment and our practice will contact you.

► Can I use one email account for multiple portal accounts (spouse, child, etc.)

Yes you can use the same email address for all the accounts you will be managing but we encourage you to use separate email addresses for each account.

► Can I refill my prescription through Patient Portal?

No, you must go directly through your pharmacy in order to refill your prescription.

► What do I do if my account is locked due to too many failed log-in attempts?

Click on the "change password" tab and follow the instructions to create a new password.