

## A Patient's Guide: Registering in MyCareCorner

The MyCareCorner (MCC) patient portal provides patients with access to their electronic health record. You, as the patient, can register for the MyCareCorner patient portal several different ways. Typically, your healthcare provider (hospital or clinic) will provide you with an email (if you provided an email address) or a printed copy of instructions for accessing the MyCareCorner website. But, you can also self-register by accessing the MyCareCorner website directly.

- **Email Invitation:** Contact your healthcare provider (hospital or clinic) to request an email registration invitation for MyCareCorner.
- **Printed Invitation:** Contact your healthcare provider (hospital or clinic) to request a printed registration invitation for MyCareCorner.
- **Self-Register:** Go to [MyCareCorner.net](https://MyCareCorner.net) and create an account. Once you have an account, you will need an invitation (or invitation code) to [access your health record](#) and those of your family members.

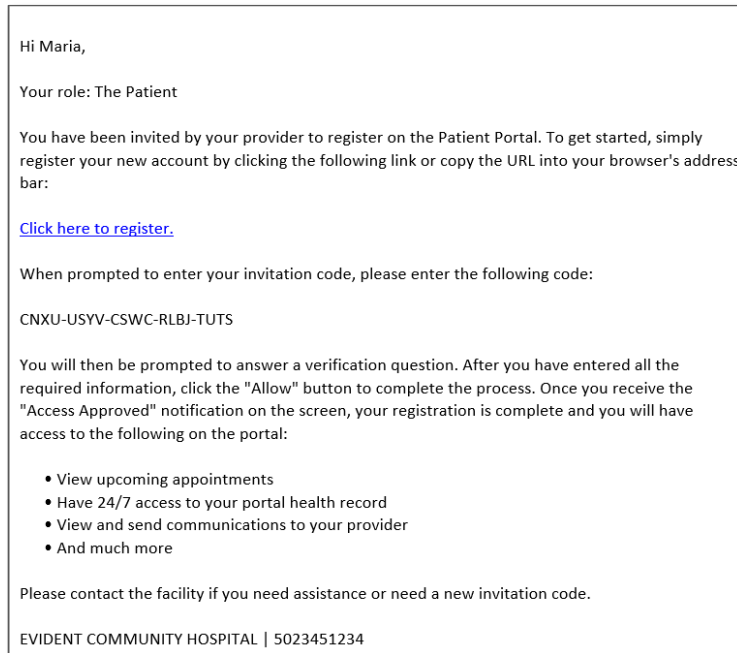
Gaining access to your health record is a 2-step process, regardless of the method that you choose.

- Step 1: Create a MyCareCorner account.
- Step 2: Link your health record (or the record of a family member) to the appropriate MyCareCorner account.

The instructions for these steps are included in this document.

## Using the Email Invitation

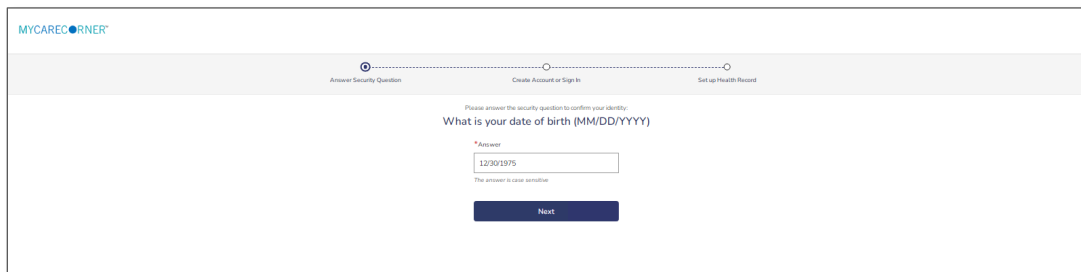
The email is generated by your healthcare provider (hospital or clinic) and contains embedded information specific to the patient being invited to the portal. If you haven't received an email, contact your provider to generate one for you.



1. Click the link in the email. The MyCareCorner welcome page is launched in your web browser.

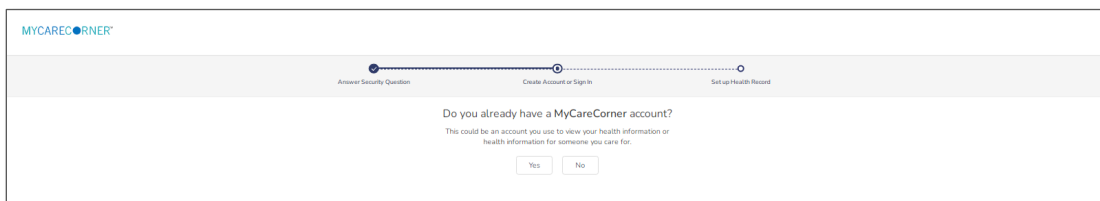


2. Click **Continue**. A security question is displayed to confirm your identity. Answer the question and click **Next**.



The screenshot shows the MyCareCorner registration process at the 'Answer Security Question' step. A progress bar at the top indicates the current step. The main heading is 'What is your date of birth (MM/DD/YYYY)'. Below this is an input field containing '12/30/1975'. A 'Next' button is located at the bottom of the form.

3. A question is displayed: **Do you already have a MyCareCorner account?**

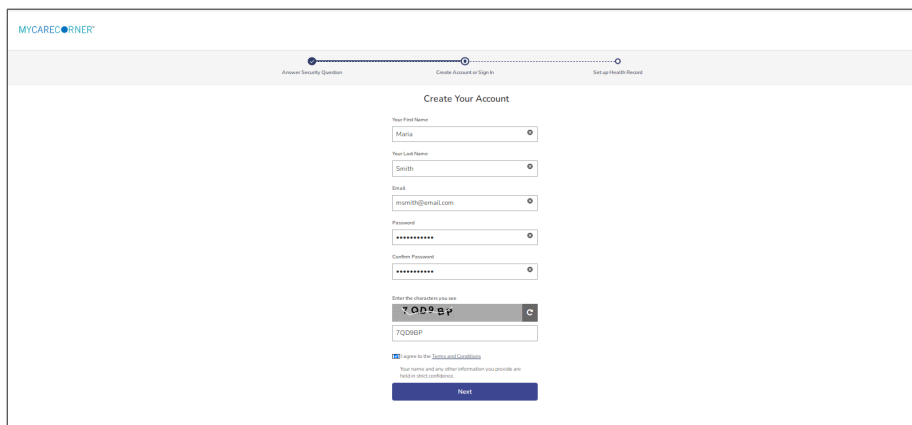


The screenshot shows the MyCareCorner registration process at the 'Do you already have a MyCareCorner account?' step. A progress bar at the top indicates the current step. The main heading is 'Do you already have a MyCareCorner account?'. Below this is a question: 'This could be an account you use to view your health information or health information for someone you care for.' There are two buttons: 'Yes' and 'No'.

Typically, the answer to this question is **No**. If you click **No**, the Create Your Account page is displayed. Proceed with step 4.

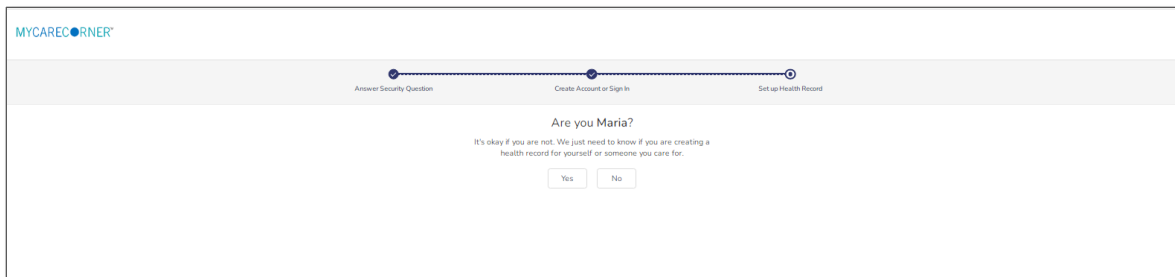
However, if you already have a MyCareCorner account that you set up previously ([self-registered](#) or invitation from another provider), click **Yes**. If you click **Yes**, the Sign In page is displayed. Enter your **Email** and **Password** and click **Sign In**. An Invitation to Access page is displayed, indicating records that can be associated with your account. See the next section of this document, [I Have an Existing MyCareCorner Account](#), for your next steps.

4. In the fields on the Create Your Account page, enter your first name, last name, an email address and password.

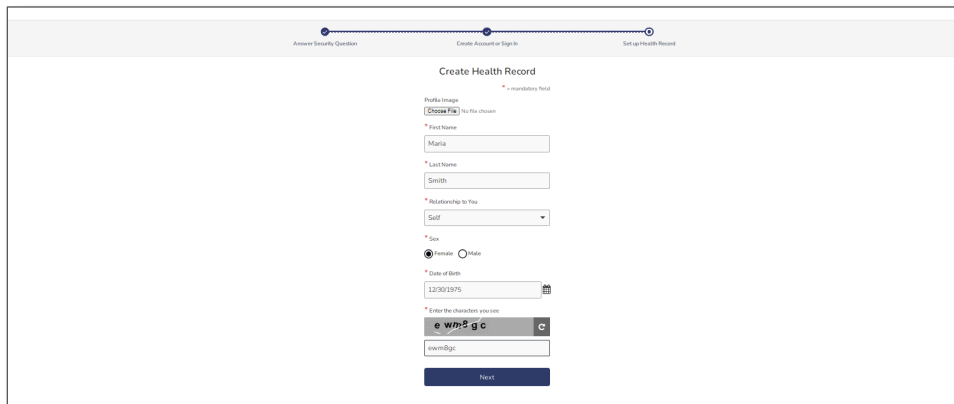


The screenshot shows the MyCareCorner registration process at the 'Create Your Account' step. A progress bar at the top indicates the current step. The main heading is 'Create Your Account'. Below this are several input fields: 'Your First Name' (Marta), 'Your Last Name' (Smith), 'Email' (marta@smith.com), 'Password' (\*\*\*\*\*), and 'Confirm Password' (\*\*\*\*\*). There is also a CAPTCHA field with the text '70D8B' and a 'Next' button at the bottom.

5. Enter the characters you see in the gray box.
6. Check the **I agree to the Terms and Conditions** box.
7. Click **Next**. A confirmation message about your relationship to the patient identified in the invitation is displayed.
  - If you are the patient that is listed, click **Yes**.
  - If you are a family member of the patient listed, click **No**.

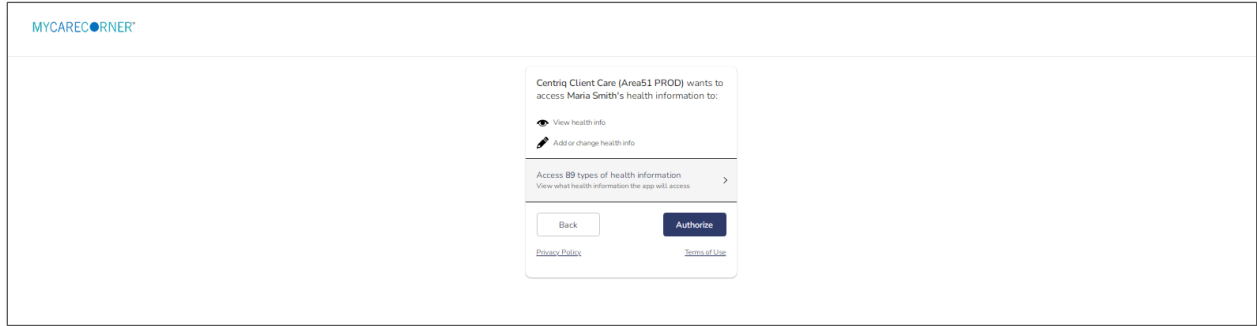


8. The Create Health Record page is displayed.

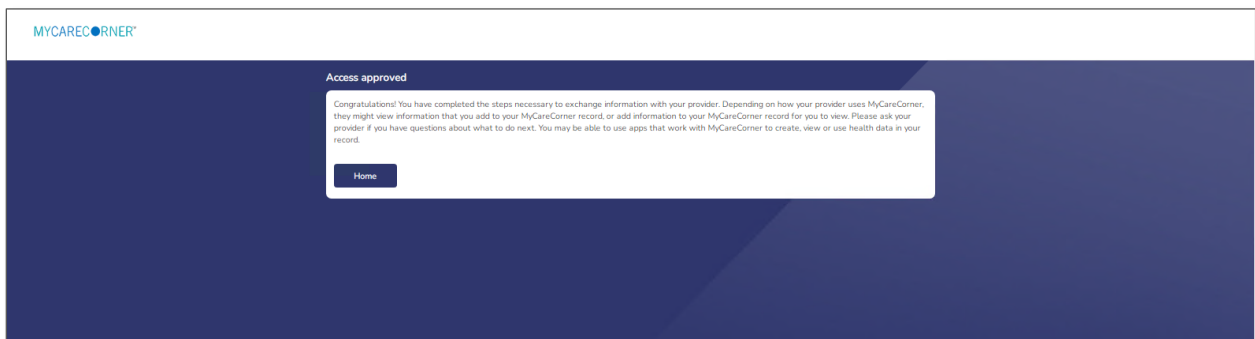


9. Some of the information in the fields may default in. Ensure all of the information for the health record is entered in the fields provided: First Name, Last Name, Relationship to You, Sex, and Date of Birth. NOTE: This could be a person other than you if you are setting up the health record for a child, spouse, or you are a patient representative.
10. Enter the characters you see in the gray box.
11. Click **Next**. An authorization message is displayed indicating the access being given. Click **Authorize**.

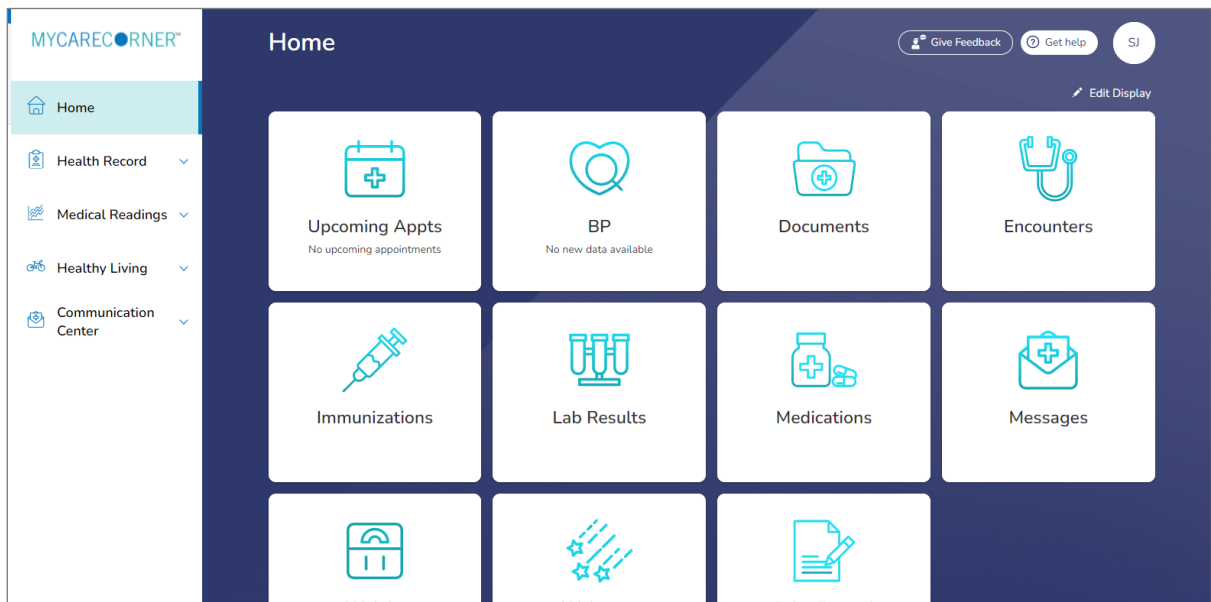
## Registering in MyCareCorner



12. An **Access approved** message is displayed. Click **Home** to enter the patient portal.



13. The MyCareCorner patient portal home page is displayed.



## Using the Printed Invitation

The printed invitation has the detailed link displayed. This link contains embedded information specific to the patient being invited to the portal.

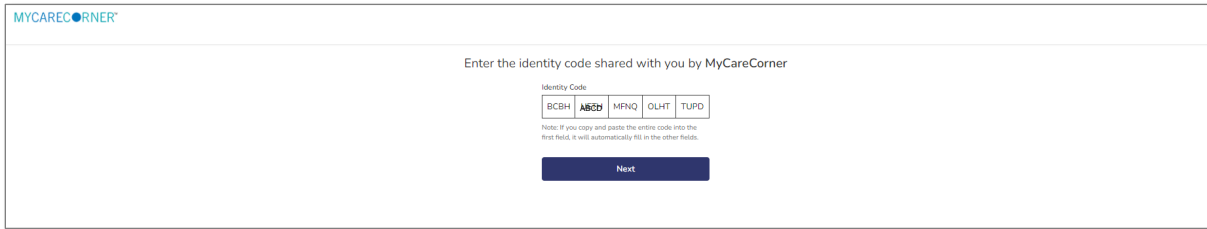


1. Open your web browser, type the URL from the printed invitation into the address bar, and press **<Enter>**. The Welcome page is displayed.



1. Click **Continue**. The Identity Code screen is displayed. The invitation code should auto-fill into the fields. If not, enter the invitation code from your printed instructions and click **Next**. NOTE: This screen may not display because the link has the code embedded in it. If so, go to step 3.

## Registering in MyCareCorner Registering In Mycarecorner



MYCARECORNER

Enter the identity code shared with you by MyCareCorner

Identity Code

BCBH	ABCD	MPNQ	OLHT	TUPD
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Note: If you copy and paste the entire code into the first field, it will automatically fill in the other fields.

Next

2. The Create Your MyCareCorner Account page is displayed.
3. The remaining steps are the same as in the [Using the Email Invitation](#) section on page 2. See steps 4-13 of that section to complete the process.

## Self-Registering at MyCareCorner.net

The self-registration process is actually two steps. First, you go to the website and create a MyCareCorner account. Then, you use an invitation emailed or given to you by a provider (hospital or clinic) to link the health record to the MyCareCorner account you created.

1. To self-register, enter [MyCareCorner.net](http://MyCareCorner.net) into your browser window.
2. The Welcome page is displayed. In the **New User** section, click **Sign Up**.



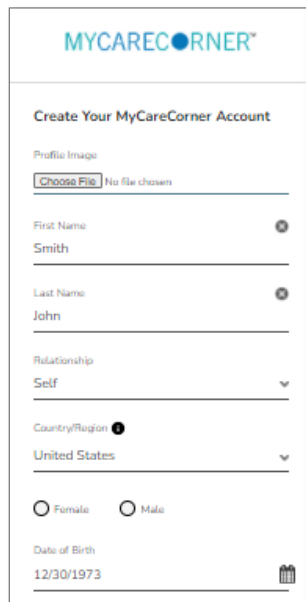
3. The Create Account screen is displayed.





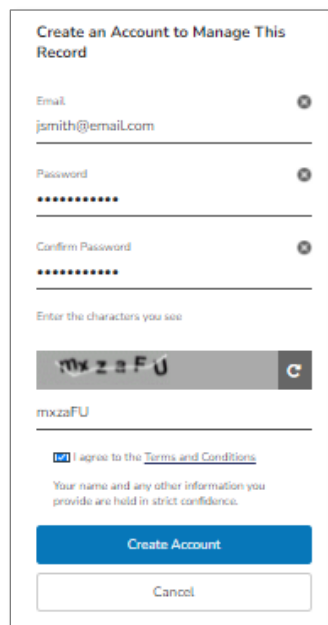
## Registering in MyCareCorner Registering In Mycarecorner

4. Enter your First Name, Last Name, Relationship to Self, Country, Sex, and Date of Birth.



The screenshot shows the 'Create Your MyCareCorner Account' form. It includes a profile image upload section with a 'Choose File' button. Below that are text input fields for 'First Name' (Smith) and 'Last Name' (John). There is a dropdown menu for 'Relationship' set to 'Self', another dropdown for 'Country/Region' set to 'United States', and radio buttons for 'Female' and 'Male'. At the bottom, there is a 'Date of Birth' field with the value '12/30/1973' and a calendar icon.

5. Scroll down and enter an email address and create a password that will be used to log in to this account. Then, enter the characters you see in the gray box into the field provided.

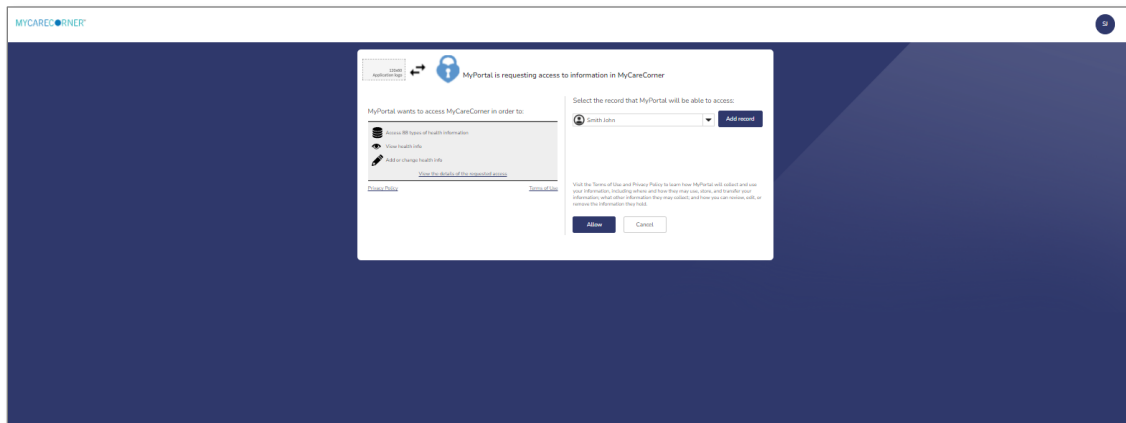


The screenshot shows the 'Create an Account to Manage This Record' form. It includes text input fields for 'Email' (jsmith@email.com), 'Password', and 'Confirm Password'. Below these is a CAPTCHA section with the instruction 'Enter the characters you see' and a gray box containing the characters 'mxzaFU'. A text input field below the CAPTCHA contains the characters 'mxzaFU'. There is a checkbox for 'I agree to the Terms and Conditions' which is checked. Below the checkbox is a note: 'Your name and any other information you provide are held in strict confidence.' At the bottom are two buttons: 'Create Account' (blue) and 'Cancel' (white).

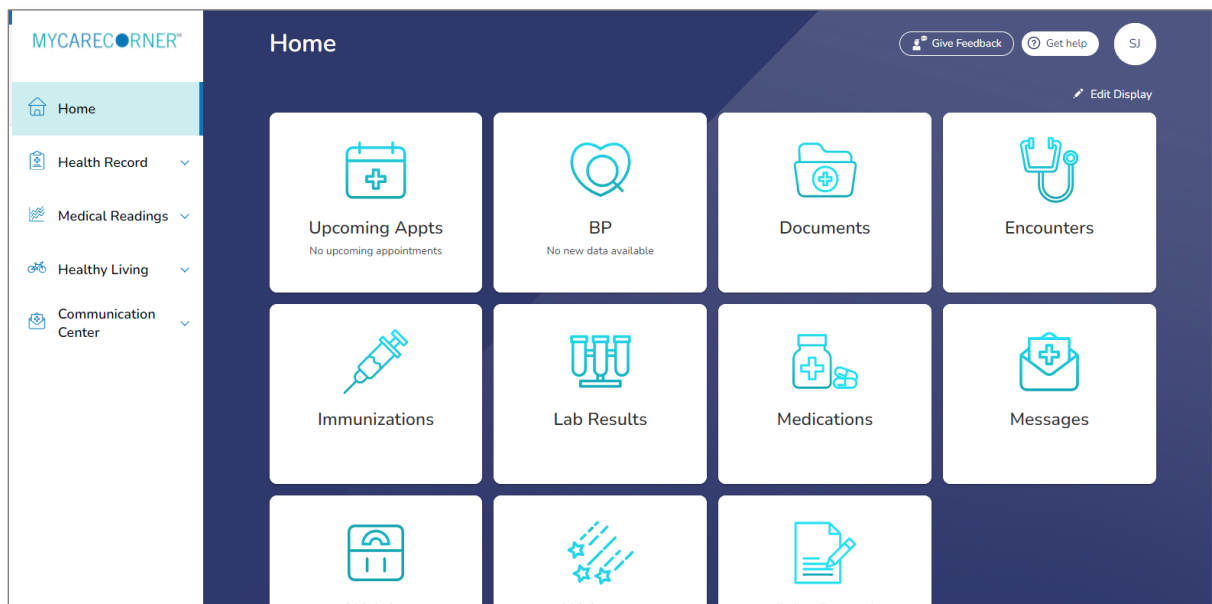
6. Check the **I agree to the Terms and Conditions** box and click **Create Account**.

## Registering in MyCareCorner

7. To complete your account setup, verify your record access and click **Allow**.



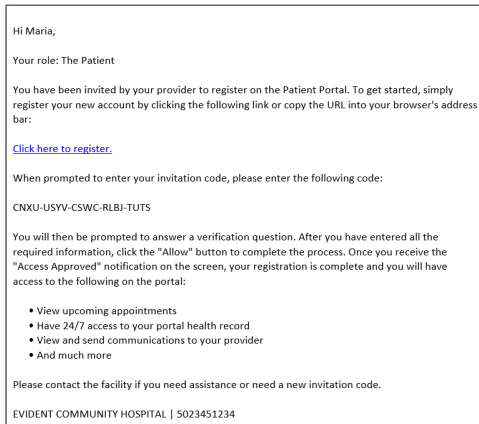
8. The MyCareCorner patient portal home page is displayed. At this point, there will be no patient data in the portal. To obtain access to your health record, contact your healthcare provider (hospital or clinic) and request a “registration invitation” for MyCareCorner. Once you have the registration invitation, see the detailed steps in the [I Have an Existing Account / To Access a Health Record](#) section.



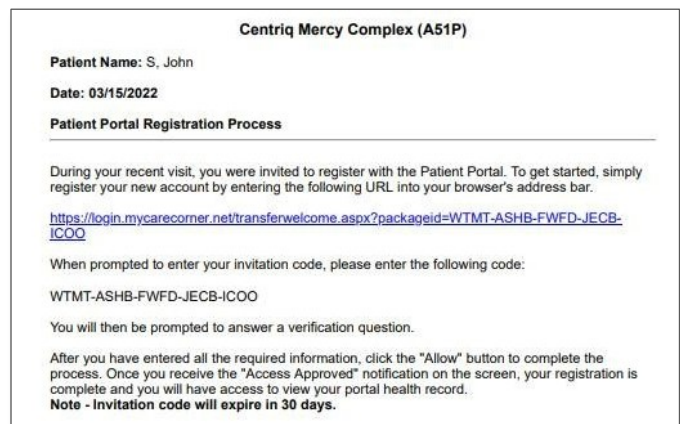
## I Have an Existing Account / To Access a Health Record

Once you have self-registered or have an existing MyCareCorner account, you can then gain access to health records for you or your family members with an invitation from the provider (hospital or clinic). Use the invitation to select the health record to associate with your account.

1. Once you receive the registration invitation for MyCareCorner, click the link in the email or enter the URL (from the printed invitation) into the address bar of your internet browser.



*Email Invitation*



*Printed Invitation*

2. The MyCareCorner page is launched. Click **Continue**.



3. To confirm your identity, enter your date of birth and click **Submit**.

## Registering in MyCareCorner

MYCARECORNER

Answer Security Question    Create Account or Sign In    Set up Health Record

Please answer the security question to confirm your identity.  
What is your date of birth (MM/DD/YYYY)

\*Answer  
12/30/1978  
The answer is case sensitive

Next

- A question is displayed: **Do you already have a MyCareCorner account?** Select **Yes**.

MYCARECORNER

Answer Security Question    Create Account or Sign In    Set up Health Record

Do you already have a MyCareCorner account?  
This could be an account you use to view your health information or health information for someone you care for.

Yes No

- The Sign in to Your Account screen is displayed. Enter your **Email** and **Password** and click **Sign In**. NOTE: You created this email and password combination in Step 5 of the [Self Registration](#) section.

MYCARECORNER

Answer Security Question    Create Account or Sign In    Set up Health Record

Sign in to Your Account

Email  
j.smith@email.com

Password  
\*\*\*\*\*  
[Forgot Username?](#)    [Forgot Password?](#)

Sign In

[Don't have an account? Get Started on Account](#)

- An "invitation to access" page is displayed with the name of the person's health record that you are accessing.

## Registering in MyCareCorner

Answer Security Question      Create Account or Sign In      Set up Health Record

This invitation is to access John's health information

Please select the correct name on the right that matches the patient information you are trying to access. If you don't see the appropriate name, please select Create New Record.

Smith John's Record

OR

Create New Record

John's Health Information from Centriq Client Care (Area51 PROD)

Finish

7. If the invitation is for you and your health record is listed, select it and click **Finish**. [If you are managing another person's health record (spouse, child, etc.), you will need to create a new record. See also: *Adding Additional Patients to Your MyCareCorner Account.*]



*It is important to note that multiple patients can be set up under one account (or email address/password combination) so that spouses and/or children can be accessed from a single account holder.*

8. A confirmation message is displayed. Click **Continue**.

MyCareCorner will store John's health information in Smith John's record. Do you want to continue?

Cancel      Continue

9. A "wants to access" message is displayed. Click **Authorize**.

CPSI Evident Community Hospital wants to access Smith John's health information to:

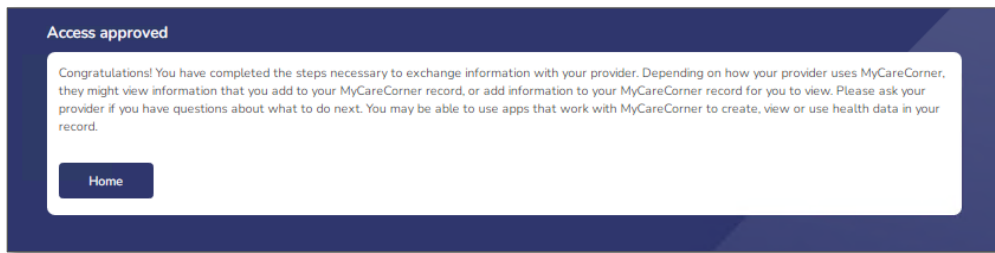
- View health info
- Add or change health info

Access 89 types of health information  
View what health information the app will access

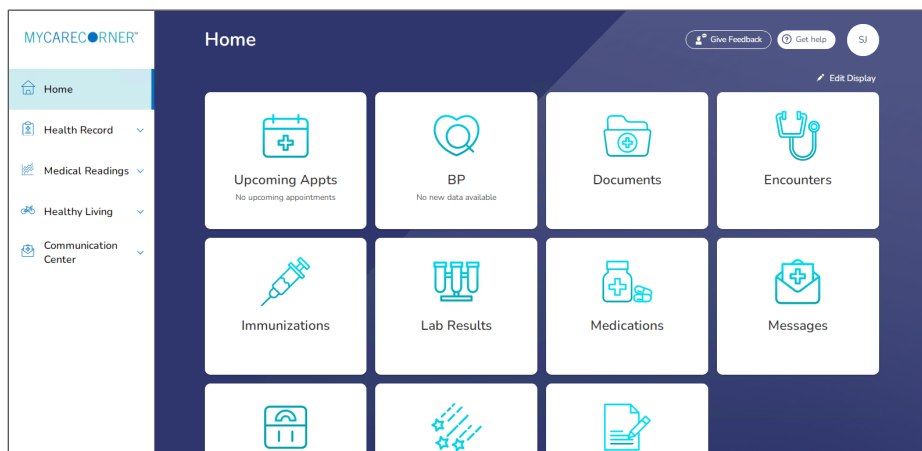
Back      Authorize

[Privacy Policy](#)      [Terms of Use](#)

10. The Access approved screen is displayed. Your account and health record are now created.



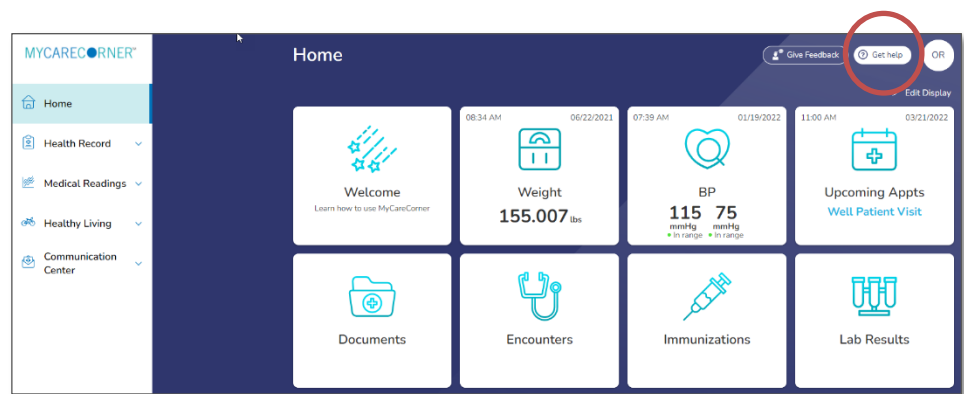
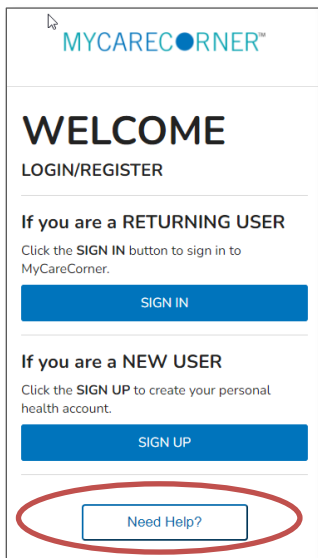
11. Click **Home** to go to the MyCareCorner patient portal home page.



## Need More Help?

The MyCareCorner patient portal has application help that can provide you additional guidance on how to perform tasks and access your health record. You can access the application help from two locations:

- From the Login screen, click the **Need Help?** Button.
- From the patient portal, click the **Get Help** button located in the upper right corner of the screen.



Topics can be printed by clicking the printer icon in the light blue bar.

From this list, click the topic you are interested in to display it.