

How To Find and Fill Out Patient Health History Information

Step 1: When you first log into your portal it should look like this. If you click on the link “see more” which I have highlighted it will bring you to step 2.

The screenshot shows the patient portal interface for My KENNESAW GYNECOLOGY LLC Account. On the left is a navigation menu with options: Home, Appointments, Messages, Billing, My Health, Tasks and Tools, and My Profile. The main content area includes a 'Send a Message' button, an 'Upcoming Appointments' section with a highlighted appointment for NOV 23, MM_Annual New with MARGARET MACON, and a circled 'See More...' link. Below are sections for 'Notifications', 'Health History' (with a 'View Details' link), 'Allergies', and 'Vaccinations'. On the right, there is a 'Go Paperless*' button and a 'Learn more' link. A sidebar on the right contains 'About the Patient Portal' instructions.

Step 2: Click the link “Complete Patient Portal Health Form”

This screenshot shows the 'Upcoming Appointments' section in detail. The appointment for NOV 23, MM_Annual New with MARGARET MACON, is expanded to show 'Instructions'. The instructions text reads: 'You have an appointment with Nurse Practitioner Margaret Macon. Please log onto the patient portal and complete the patient portal health form under your upcoming appointment prior to your visit. The patient portal can be accessed through our website at kennesawgynecology.com. You must complete the entire form in order for it to transfer into your chart. Please plan to arrive 15 minutes prior to your appointment time. Please bring your photo ID, insurance card and method of payment for copays, deductibles, and co-insurance. These payments are due at the time of service. Failure to do so will result in rescheduling your appointment. Be advised that there will be a \$50 charge assessed for all visits cancelled with less than 24 hours.' Below the instructions is a yellow button labeled 'Complete Patient Portal Health Form' and a progress indicator showing '0% complete'.

Step 3: Read the instructions then Click the continue

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button.

The screenshot shows the 'Medical Forms' interface. On the left is a navigation menu with 'My Health' selected. The main content area is titled 'Medical Forms' and 'Health History'. It includes instructions for updating sections and a 'Continue' button circled in red. A progress indicator shows 'Your form is 0% complete'. On the right, a list of sections is shown, with 'Introduction' selected.

Step

4: This begins the process of your completion of forms; you must make a selection to and click save and next.

The screenshot shows the 'Medical Forms' interface with the 'Immunizations' section selected. The 'Save & Next' button is circled in red. The progress indicator shows 'Your form is 0% complete'. The right-hand menu now has 'Immunizations' selected.

Step

5:

Complete as much information as possible on each page. You will see that your % of completion will continue to go as you click save and next through each page.

Step 6: Once you completed each page you will get a message that looks like this.

6: Once you completed

Step 7:

Once you click the

ok button in the step above it will bring you to a page that looks like this. This is where you can print the remaining forms that we will have you sign when you get to the office. You can pre-print then if you wish.

Medical Forms

Please do not fill out these online interactive forms over 30 days before your appointment, or the form will reset to 0%.

When you complete the form, please complete 100%

Online Forms, if available, allow you to complete and submit forms to your practice online. Printable Forms are available to download and complete either by hand or by electronic signature.

Printable Forms

ⓘ Adobe Reader version 10.1.2 or later is required to view printable forms. There is a known problem with version 10.1.1. [Download Adobe Reader for free](#)

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🖨️ [FINANCIAL POLICY](#)

🖨️ [PERMISSION FOR TELEPHONE MESSAGE](#)

To update your patient registration, go to [My Profile / Contact](#)