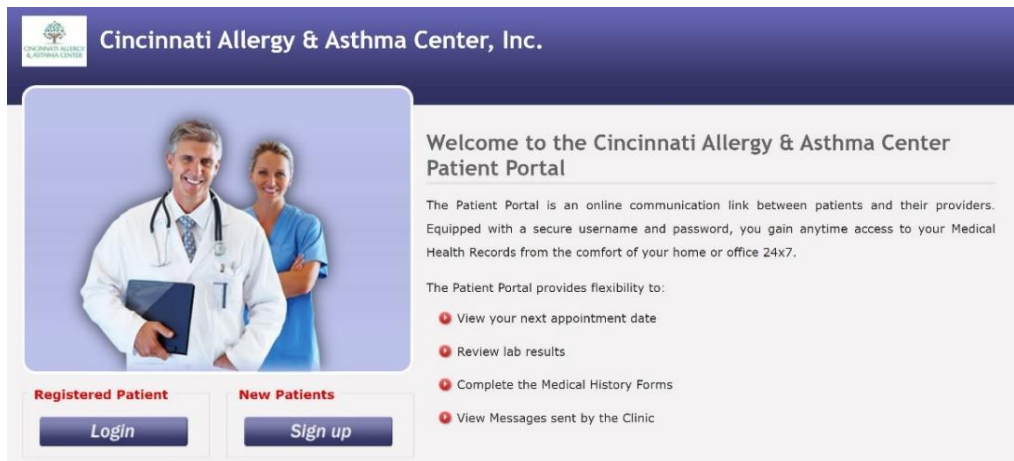


Instructions for Accessing Patient Portal & Medical History Forms

- 1) Visit the “New Patient” section of our website: <https://www.caac-inc.com/>
- 2) Click on the “Patient Portal & Clinical Intake Form” tab to be redirected to the page where you login for the online portal of our electronic health record. **Please use the patient portal to complete the medical history/clinical intake form at least 48 hours prior to your scheduled appointment time.** The patient portal can also be used to send messages to our physicians/staff regarding clinical care questions.
- 3) When your appointment was made, you should have received an email from “Portal – noreply@cincinnatiallergy.com” entitled “Your Login details for Patient Portal.” Check your spam folder if you don’t see this email in your inbox.

From the patient portal link of the website, you will be taken to the page shown below where you can click on the “Login” button for “Registered User.” Your default password is your date of birth in the MMDDYYYY format.



- 4) Once you have entered the login information provided in the email, you will be asked to change your password.

Change Password

Old Password

New Password

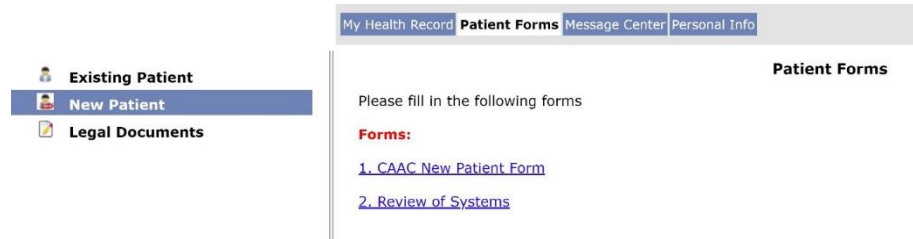
Re-enter Password

Secret Question

Answer

Password length should be between 8 to 30 characters.
Password must have at least One alphabet (a to z) and least One numeric character (0 to 9).

- 5) You will then be taken back to the login page, where you can use your new password and existing username to log back into the portal. From there, you will find the patient forms under the “Patient Forms” tab at the top and the “New Patient” forms on the left hand column.



Please complete the two indicated forms:

- **New Patient Intake Form** – this form is where you will provide information about your medical and the reason for your visit
 - Please note that there are additional questionnaires for patients presenting for environmental allergy assessment and/or asthma/breathing problems
- **Review of Systems** – this series of questions is designed to identify additional signs and/or symptoms that you may be experiencing

*****Make sure to click “SUBMIT” once the form is completed*****

- 6) Once you have completed the portal forms, return to the website and click the “New Patient Registration Forms” tab to download our new patient informational packet:

The new patient informational packet contains the following important items:

- Location and e-mail addresses for each office location
- List of medications that need to be avoided prior to allergy testing. *Please review this carefully so that we can complete any necessary testing during your visit.*
- **Please fill out and sign the patient registration and legal forms at home so that they are already complete when you bring them to your appointment. The following pages need signatures:**
 - Patient registration
 - Payment agreement
 - Patient privacy rights acknowledgement
 - HIPPA and release of information forms

If you have any questions, please email the office where you will be seen and our staff will be happy to assist you.

Anderson - and@caac-inc.com	Hyde Park - hp@caac-inc.com
Mason - mason@caac-inc.com	Western Hills - wh@caac-inc.com

We strongly encourage all patients to complete their intake forms online, but we can provide you with a PDF version of the intake forms, if necessary.