MyChildren’s: Introduction

Send a Message to a Provider
In the left side of the window, click Messages and then click Inbox. Click the Send a message button.

The New Message window opens. Click in the To field and type your provider’s name. Enter a Subject. You can also attach a file. Type your Message and click Send.
You will receive an email from MyChildren’s with a response. Click the link in the email and then enter your username and password to sign in to MyChildren’s.

Click Messages and then click Inbox. Click to open the message. You can Reply, Forward or even go to Appointments and schedule the appointment.
**View Appointments**
In the left side of the window, click Appointments and then click View Upcoming Appointments. The patient’s upcoming appointments display. Click View Instructions to see any instructions for the appointment.

![View Appointments Image]

**Schedule Appointments**
In the left side of the window, click Appointments and then click Schedule a New Appointment. Click the down arrow and select a reason for your visit. Click Search.

![Schedule Appointments Image]
A form opens where you can enter details of your request. Refer to the “Tips for Scheduling Appointments” for help completing the form. Once you complete the required fields, click Send request.

When the scheduler responds to your appointment request, you’ll receive an email. Click the link to go back to MyChildren’s to view the appointment.
**Review Patient Information**

In the left side of the window, click Patient Information. Here you can view the patient’s personal details, address, insurance information, personal contacts and medical contacts. Refer to the instructions on the right side of the window if you need help updating information. Once you complete the form, click Send update request.
**Clinical Results**
In the left side of the window, click Medical record to expand the list. You can click any of these items to view clinical information from the patient’s medical record. In this case Medications is selected. The patient’s medications display on the right.

From the Documents section you can click a title to open a document or click Download to download the document to your computer.