

## How to activate your portal account from Cardiology Associates of Schenectady

1. At checkout, our staff will print out an activation letter that contains an activation code. Using the patient portal requires access to the Internet.
2. From your computer, access our website at [www.heartdocs.com](http://www.heartdocs.com)

Welcome to Cardiology Associates of Schenectady, P.C. - Windows Internet Explorer provided by CAS - ITDept01

http://www.heartdocs.com/

File Edit View Favorites Tools Help

Item Detail Welcome to Internet Explor... Infoblox Appliance Solutions... Get More Add-ons Suggested Sites

Cardiology Associates of Schenectady, P.C.  
Your Heart, Your Healthy Life  
(518) 377-8184

May 16, 2011

**PATIENT PORTAL**  
Appointments, Rx Refills, Labs & More  
powered by MEDENT  
LOGIN

Physicians and Professional Staff

Office Hours and Locations

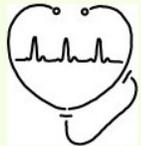
Hospitals

General Appointment Information

Patient Education

Privacy Practices

**WELCOME**



Cardiology Associates of Schenectady, P.C. are a group of 22 Cardiologists providing comprehensive cardiac care to the people of Schenectady, Montgomery, Fulton, and Saratoga County. We offer clinical inpatient and outpatient care, 24/7 coronary intervention, 64 slice coronary CT, electrophysiological consultations including ablation, Holter, event monitoring, pacemaker and ICD's; nuclear, echo and standard stress testing; TT and TE echocardiography, ambulatory BP monitoring, anticoagulation and pacemaker clinics

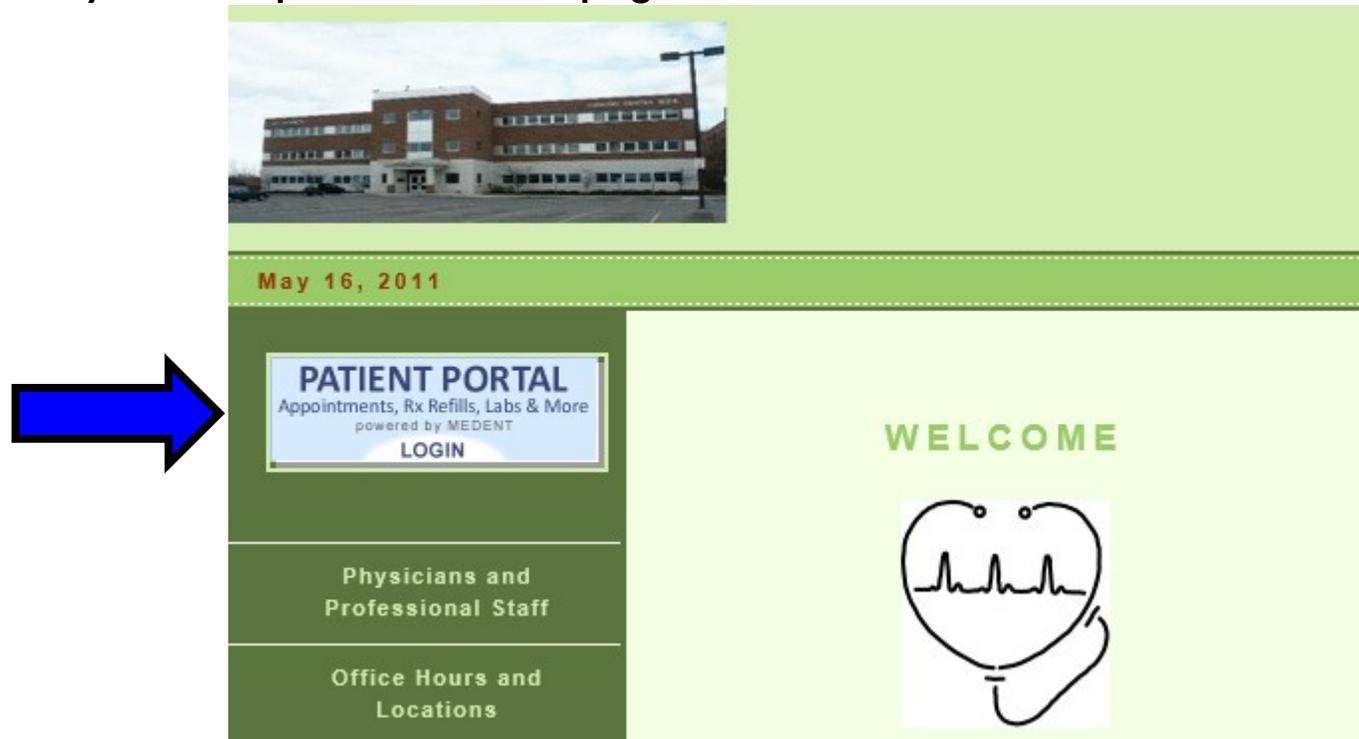
Our mission is to help people lead healthier lives, and create

**Cardiology Associates of Schenectady, P.C., welcomes Dr. Ranford V. Miller**

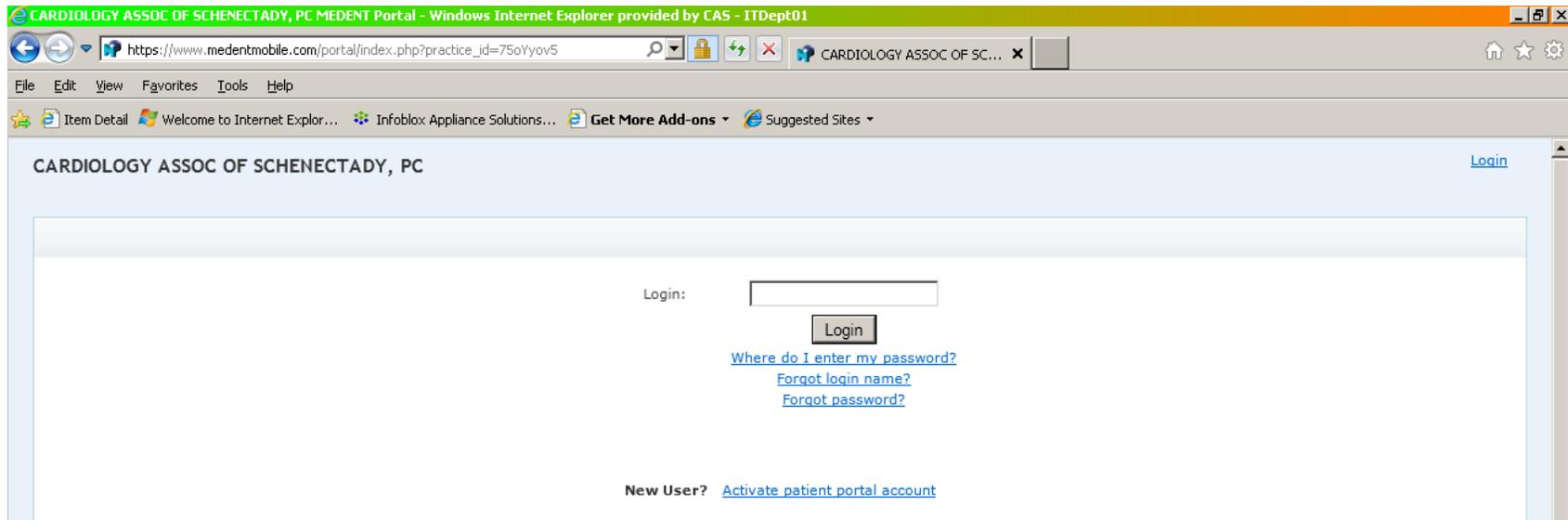


100%

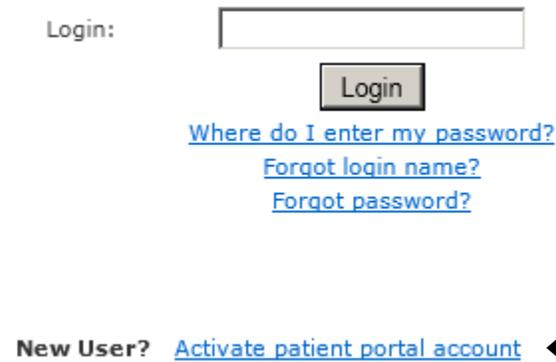
3. On the left hand side of the front page of our website, you will see a small blue banner labeled **PATIENT PORTAL** (located just above the Physicians and Professional Staff Page. Click on this banner to take you to the portal activation page.



4. Once you click on this banner you are brought to the activation page, which looks like the image below:



5. Since this is the first time that you are setting up your account, please click on the blue link labeled Activate Patient Portal Account:



6. You are brought to a new screen that requires you to fill out personal/login/and security information. \*\* Please note that the security information does not display in the following image. Each section will be broken down individually in the next step. When filling out your information, any field that has a red asterisk means that this field must have something entered to proceed to the next screen.

CARDIOLOGY ASSOC OF SCHENECTADY, PC MEDENT Portal - Windows Internet Explorer provided by CAS - ITDept01

https://www.medentmobile.com/portal/index.php?practice\_id=75oYyov5&main\_sector

File Edit View Favorites Tools Help

Item Detail Welcome to Internet Explor... Infoblox Appliance Solutions... Get More Add-ons Suggested Sites

CARDIOLOGY ASSOC OF SCHENECTADY, PC [Login](#)

### CARDIOLOGY ASSOC OF SCHENECTADY, PC Patient Portal Account Activation

Please fill out the following form to activate your patient portal account.

\* = required field

**Personal Information**

Last Name \*

First Name \*

Date Of Birth xx/xx/xxxx \*  

Email Address \*

Confirm Email Address \*

**Login Information**

Password is case sensitive. It may only contain letters (upper and lower case) and numbers. Password must be at least 7 characters.

Create Login (max of 12 characters)\*

Create Password \*

Confirm Password \*

Activation Code \*

**Security Information**

Please pick 3 different questions from the list and answer each for your security questions. These will be asked of you from time to time when logging in to verify your identity.

100%

7. **Personal Information** – Please fill out your personal information. Your name, and date of birth must be typed in or match exactly as it appears in the activation letter that you received from our office. Please enter your email address. This will be used to alert you of new messages on the portal and to also reset password/login name information. You have to enter your email address twice.

Please fill out the following form to activate your patient portal account.

\* = required field

**Personal Information**

Last Name *	<input type="text"/>
First Name *	<input type="text"/>
Date Of Birth xx/xx/xxxx *	<input type="text"/> 
Email Address *	<input type="text"/>
Confirm Email Address *	<input type="text"/>

Use this icon to choose your Date of Birth

8. **Login Information** – Please create a login name. It can have a maximum of 12 characters. The password you create is case-sensitive and may only contain letters (upper and lower case) and numbers. The password you create must be at least 7 characters long.

**Login Information**

Password is case sensitive. It may only contain letters (upper and lower case) and numbers. Password must be at least 7 characters.

Create Login (max of 12 characters)*	<input type="text"/>
Create Password *	<input type="text"/>
Confirm Password *	<input type="text"/>
Activation Code *	<input type="text"/>

9. **Security Information** – You must pick 3 different questions from the list and answer each for your security questions. These will be asked of you from time to time when logging in to verify your identity. All 3 questions must be answered.

**Security Information**

Please pick 3 different questions from the list and answer each for your security questions. These will be asked of you from time to time when logging in to verify your identity.

Question \*

Answer \*

Question \*

Answer \*

Question \*

Answer \*

**Use these drop down menus to select the questions. Then provide an answer to each question in the Answer box.**

10. **Site Id and Phrase** – The final section on this page requires you to select a site id image and phrase. Each time you sign in you be presented with the picture and phrase you choose here. You will be shown this image and phrase prior to inputting your password. This will confirm that the site you are signing into is the corrected and trusted site and not a fake site trying to obtain your personal information fraudulently. Click on the blue link labeled “Please click here to select an image to use as your site id”. Next select a phrase that you want to use here.

**Site Id And Phrase**

The site id image and phrase is a combination of a picture and a phrase. Each time you sign in you will be presented with the picture and phrase you choose here. You will be shown this image and phrase prior to inputting your password. This will confirm that the site you are signing into is the correct and trusted site and not a fake site trying to obtain your personal information fraudulently. Please select a photo and phrase that will be familiar to you when you see it again.

Site Id Image \* [Please click here to select an image to use as your site id](#)  
Site Id Phrase \*

Submit

**Here is an example of the page where you can select an image. Clicking next at the bottom of the 4<sup>th</sup> image in the second row will display another set of images.**

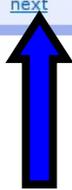
CARDIOLOGY ASSOC OF SCHENECTADY, PC [Login](#)

---

Please click one image to select for your site id

[next](#)



11. **Selecting the image will bring you back to Site Id and Phrase section of the webpage. Once you've completed filling in all the sections from steps 7 – 10, please click the Submit button at the bottom of the page.**

**Site Id And Phrase**

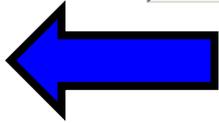
The site id image and phrase is a combination of a picture and a phrase. Each time you sign in you will be presented with the picture and phrase you choose here. You will be shown this image and phrase prior to inputting your password. This will confirm that the site you are signing into is the correct and trusted site and not a fake site trying to obtain your personal information fraudulently. Please select a photo and phrase that will be familiar to you when you see it again.

Site Id Image \*

[Please click here to select an image to use as your site id](#)

Site Id Phrase \*

Submit



## 12. Once you click Submit, you are brought to your Account Info screen

CARDIOLOGY ASSOC OF SCHENECTADY, PC MEDENT Portal - Windows Internet Explorer provided by CAS - ITDept01

https://www.medentmobile.com/portal/index.php?main\_section=form\_driver&form\_nav

File Edit View Favorites Tools Help

Item Detail Welcome to Internet Explor... Infoblox Appliance Solutions... Get More Add-ons Suggested Sites

CARDIOLOGY ASSOC OF SCHENECTADY, PC

Messages Appointments Meds Allergies History Chart Account Info

Account Info Pharmacy Info

**Please update your account information**

**Please update your history**

Something has been missed or is incorrect. Please fill out or fix all fields marked in red.

Account Information for [redacted]

Please verify that the information that we have on file for you is accurate. Once you have reviewed each item, click the Update button to submit your changes to the practice.

\* = required field

**Personal Information**

Last Name\*

First Name\*

Date Of Birth (xx/xx/xxxx)\*

Phone Number xxxxxxxxxx

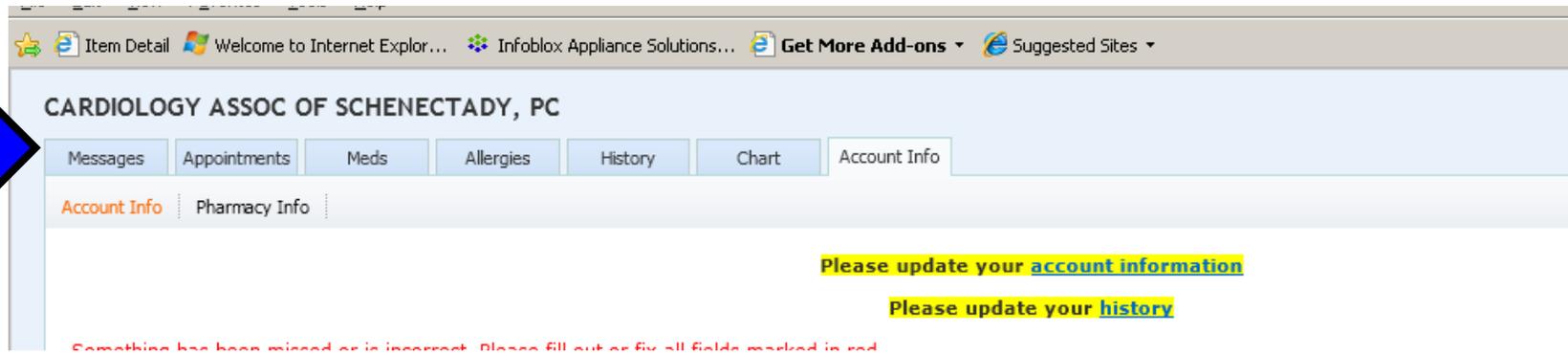
Cell Number xxxxxxxxxx

Work Number xxxxxxxxxx

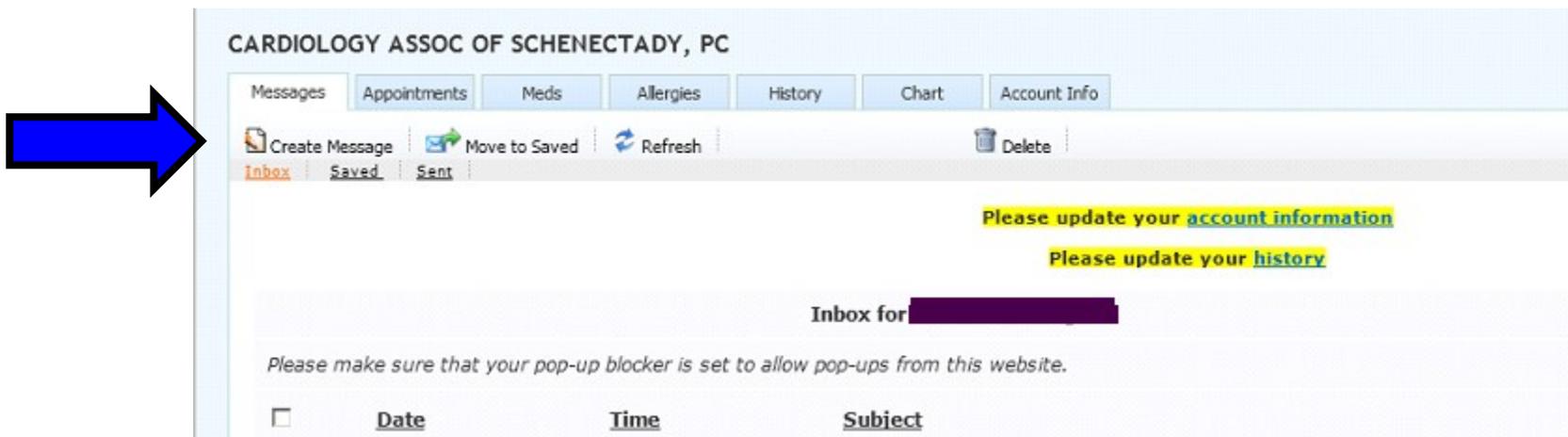
Address 1\*

Address 2

At this point you are signed onto the portal. To send messages to your provider(s), click on the Messages tab near the top left. The next time you sign into your portal you are automatically brought to the message tab.



13. To create a new message click on Create Message



14. A form will appear allowing you to send a message to your provider. In the re: field, please select the appropriate reason for the message by clicking on the down arrow to make your selection.

CARDIOLOGY ASSOC OF SCHENECTADY, PC

Messages | Appointments | Meds | Allergies | History | Chart | Account Info

Create Message | Move to Saved | Delete

Inbox | Saved | Sent

Please update your [account information](#)

Please update your [history](#)

Send a message to CARDIOLOGY ASSOC OF SCHENECTADY, PC

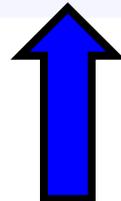
THIS FORM IS TO BE USED FOR **NON-URGENT** ISSUES ONLY.  
Please allow 2 business days for a response.

Re: Clinical Questions

Subject

Message

Send



Once your message is complete,  
click the Send button to deliver  
your message.