



Patient Portal Quick Reference Guide

www.sthlny.com

Log In

- Enter www.sthlny.com in your browser's Location/Address bar.
- Click on the **Patient Portal** button.
- Enter your Logon Name and Password.
- Click the **Login** button.
- To request an account, click [Register New User](#).

Allow Your Providers Access to Your Records

- Manage your consent by choosing which health care organizations (legal entities) can access your Health Information Exchange record.
- Click on the **Manage My Consent** tab and follow directions.
- You must ACCEPT the TERMS OF USE.
- To identify each of your providers, use the **Practice Search** or **View All Legal Entities** buttons.
- You have three consent choices for each provider.
- You can change your consent preferences at any time.
- If your hospital, medical practice or facility is not listed in the search

results, it is not yet participating in the Health Information Exchange.

Review Which Providers Have Accessed Your Records

- Click on the **Access My Reports** tab.
- Select a report from the sub-menu and click **Continue**.
- **Web Portal Access Report** lists the medical providers who have accessed your record through the STHL Web Portal.
- **Electronic Data Exchange Report** lists the medical providers who have accessed your record through their connected electronic health record.

View your health information through Microsoft HealthVault™

- Click on the **My HealthVault** tab.
- Click the **Continue** button.
- A Window Live ID is required.
 - Click **New Account** to create one. Your email address will be your Windows Live ID.
 - Or, log in with an existing Windows Live ID, Facebook, or OpenID username.
- Uncheck box to **Automatically add information** if you prefer to review all information before it is imported. (Anything can be deleted or marked personal later.)
- Click **Allow Access** at the bottom of the page.
- Click **SYNC with HealthVault** to send your latest health information to HealthVault.
- Choose to add/don't add information (Click **Save Changes**) or review information added.

- Click **Return to Southern Tier HealthLink**.
- Click **Continue**, sign into HealthVault and select **Launch HealthVault**.
- Use Quick Links and the right side menu to manage your account, review your health information, and use other HealthVault functionality.

Connect to myUHS

- Click the **myUHS** tab.
- Follow the link to the myUHS log in page.

Change Your Password

- Click on the **Help** tab on the left hand navigation bar.
- Click the **Change Password** link.
- Follow the instructions on the screen.
- Click the **Submit** button.
- Note: The system requires you to change your password every 90 days.

Logout

- Click the **Logout** button on the left navigation bar.
- Click **OK** when asked if you are sure you want to log out.
- Note: A session times out after 15 minutes of inactivity. If your session times out, you will need to log in again.

For Additional Help

Contact Southern Tier HealthLink

Email: support@sthlny.com
Phone: (607) 651-9150