

STEP-BY-STEP INSTRUCTIONS FOR WebView Patient Portal

Initial: 10/01/13

Revised:

Viewing Health Information:

Once you are logged into WebView, you can view your medical history list, allergies, vital signs, overdue health maintenance checks, recommended health maintenance checks, allergies, and medications.

Secure Messaging:

Click on New Message button

When the message window opens, click on “To” button. A window to select message recipients will open. Double click WebView Operator and click OK.

Compose your message in the Message window and click SEND

You should receive a response within three business days; if you do not receive a response in this time period please call the office at 252-492-2161. Please remember, WebView should never be used in an emergency situation.

When your healthcare team sends you a secure message, you will receive an email notification at the email address you provided when you registered for WebView. This message will include the link to WebView so you can login and open the message in the Inbox tab, under Messaging.

Requesting Appointments:

Click on the Appointment Request tab, under Appointments

Select your provider in the provider drop down list

Select a location in the Practice drop down list.

You may specify a date or date range

You may specify a time of day range

Specify a reason for the appointment

You should receive a call back from patient registration at within (3) three business days of making your appointment request.

To reset your password:

If you forget your password, you may request a new temporary password by calling 252-492-2161 and correctly answering your WebVIEW security question.