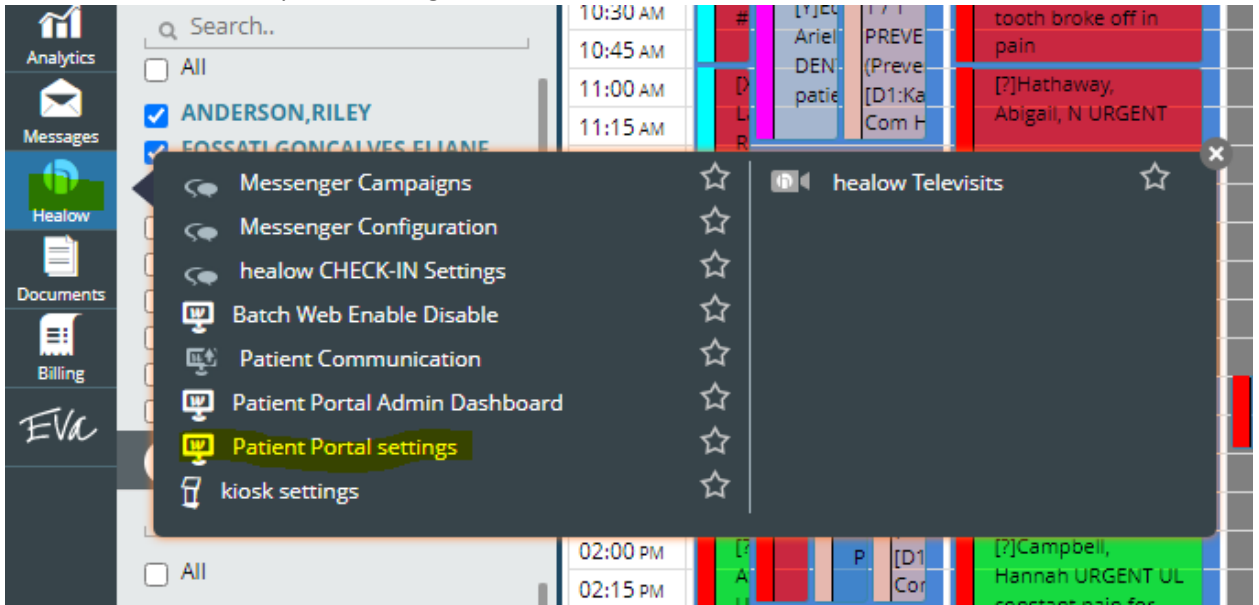


HOW TO Check Portal Proxy Settings

- 1) Select Healow>Patient portal settings



- 2) Click on the very top option labeled "Proxy Account Settings"

HOW TO Check Portal Proxy Settings

Patient Portal Settings ▾

Proxy Account Settings

Spanish Portal Settings

General Settings

Feature Settings

Menu Settings

Message Routing

Default Msg Names

Facility Accessibility Options

Provider Accessibility Options

Appointment Settings

Labs Settings

Form (Ques & Imm) Settings

Consent Form Settings

Welcome Message Settings

E-mail Message Settings

Appointment Visit Type Configuration

New Pt Registration

Visit Summary Conf.

Print Settings

OB Flowsheet Configuration

Visit Status/Code Mapping

Schedule Job

Portal Documents

✔ Settings ①
✔ State specific Defaults ②

✔ E-mail Message ⑤
✔

Dependent Age Group

Mark all patients within a certain age range to be managed by proxy, for instance 0 - 13

To

Years

Important: This will mark all web enabled patients within the defined age range to be managed by proxy, and thus provide the user with complete proxy access to the patient's portal site. Please note, this is a one-time job

Default Setting

Default patient age for automatic expiration of proxy account

Years

Advanced Proxy Settings

For proxy accounts of patients older than the default expiry age, set the number of years after which proxy account will automatically expire

Years