

How to upload “New Patient Forms” on the Vujevich Dermatology Associates patient portal!

*You must be on a computer to complete this process

1. Log into your portal account **www.myhealthrecord.com** or visit our website (**www.vucare.com**) and select “**Login to Our Patient Portal**” in the top right-hand corner.
2. On the left-hand side, select “**Documents & Forms.**”
3. Select “**Patient Demographics.**”
4. 6 pages will open as an Adobe PDF editable file.
5. You can now complete all information by typing in the editable sections on the forms.
6. Save the document to your computer.
7. Next, select “**My Messages**” located at the top of your patient portal.
8. Click “**+New.**”
9. Using the drop down, select the provider with whom you are scheduled.
10. Choose “**Ask a General Question.**”
11. Under the question “**How can we help?**” Type “**New Patient Forms.**”
12. Click “**Attach File.**”
13. Select your PDF document.
14. Send to us.

*If you have clinical photos to attach, you can follow steps 7-14