

# How to Web-Enable a Patient in eCW 11 and eCW 11e

Appointment on Monday, March 30, 2020

Facility: KY:Prima CARE Kney | POS: 11

Date: 3/30/2020 | Provider: Kney, Bradford

Resource: Kney, Bradford

Patient: Test, Michelle | E-mail: bradkney@gmail.com  W

In eCW 11, add the email of the patient to the appointment screen, and check the box “w” - that's all it takes, and the patient will be web-enabled.

If you are trying to create a televisit appointment, and the patient doesn't have an email address, or refuses to provide it, make one up – like “johns@noemail.com”.

Alternatively, go to the “Info” screen, and click on “Options”.

Patient Information (Test, Michelle)

**Personal Info**

Account No: E444248 | Referring Provider: Bassaly, Neveen

Last Name: Test | First Name: Michelle | Date of Birth: 01/01/1979 | Age: 41Y

Address Line 1: 999 S MAIN ST | City: FALL RIVER | State: MA | Zip: 02724-21

Home Phone: - - | Cell No: - -

Work Phone: - - | Ext: - -

Responsible Party: Test, Michelle | Relation: 1 | Self - patient is the insured

Last Appt: 06/17/2015 10:15 AM

**Insurances**

Name	State	Subscriber No	Rel	Insured	Co Pay	Group No
P Medicare Mass Part B	MA	34534343543	1	Test, Michelle		

Release of Information: Y | Rx History Consent: U | Signature Date: 09/12/2014

Additional Info | Alert | Misc Info | **Options** | R.S.A.C

Relation 1 Self - patient is the insured Patient  
 Last Appt 06/17/2015 10:15 AM Next Appt

**Insurances** IE New Case

Sliding Fee Schedule Fee Schedule ZZ DO NOT USE Standard Self Pay Add

Name	State	Subscriber No	Rel	Insured	Co Pay	Group
P Medicare Mass Part B	MA	34534343543	1	Test, Michelle		

Release of Information \* Y  
 Rx History Consent \* U Scan  
 Signature Date \* 09/12/2014  
 Advance Directive

Additional Info Alert Misc Info

MediScan  
 MediScan (with Photo)  
**Web Enable**  
 Opt out of Paper Statement  
 View Log  
 View Fee Schedule Log  
 Generate Log  
 Registry Settings

Click on "Web Enable".

Enter the email address and click OK, and the patient is web-enabled.

Patient Portal Account Management

Status: Not Web Enabled

Create portal access credentials

User Name MichelleTest1979  
 Password \*\*\*\*\*  
 Confirm Password \*\*\*\*\*  
 Email bradkney@gmail.com

Unlock the patient account  
 Unlock Account  
 This unlock's account of web enabled patients who have locked themselves out of portal because of entering incorrect password more than 3 times. [Old username and passwords are retained].

Disable patient's portal account  
 Disable patient's portal account

Reset Password Print **OK** Cancel

Hub (Test, January, A)

Test, January, A 33Y, F **INFO**

99 First STREET, Fall River, MA-02721  
 508-777-5588 | 518-261-6610

Advanced Directive :  
 Insurance : Aarp Health Care  
 Last vMsg : 02/27/2018 , 12:06:57

Patient Information (Test, January, A)

Account No 323983 Prefix Date Of Birth\* 01/02/1983  
 Last Name\* Test Suffix Sex\* Female  
 First Name\* January MI A SSN  
 Previous Name  
 Preferred Name  
 Address Line 1\* 99 First STREET  
 Address Line 2  
 City\* Fall River Validate  
 State MA Zip\* 02721 Country US  
 Home Phone 508-777-5588 Cell No 518-261-6610  
 Work Phone Ext  
 Email maryjanea@prima-care.com Not Provided

Parent Info  
 Resp Party\* Test, Jan DOB:01 Home:  
 Relation 1  
 Emergency Contact  
 Acct Balance 0.00  
 Pt Balance 0.00  
 Next Appt

In eCW 11e, open the "INFO" screen from the Hub (or from the appointment screen) – and click on the icon highlighted by the red square at the bottom of the screen shown here.

Add an email address and click “Web Enable”. Again, if you must web-enable the patient and they can't/won't provide an email address, make one up.

**Patient Communication Settings**

**Test January** 33yrs, Female 📅 02 Jan 1987 📞 508-777-5588 📍 99 First STREET Fall River MA-02721 🖨️ maryjan

**Communication Types**

**Web Enabled** Test January is **NOT** web enabled

Enter Email ID:  
 **Web Enable**

**Voice Enabled**  **English**  **Spanish**

**Text Enabled**  **English**  **Spanish**

**Notes**

Max 255 characters (255 characters remaining)

Brad Kney, MD  
March 31, 2020