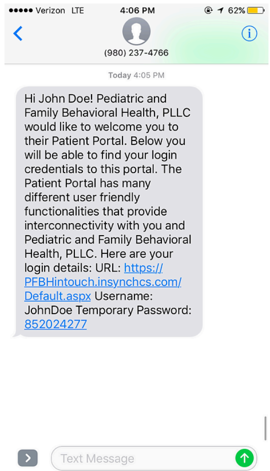
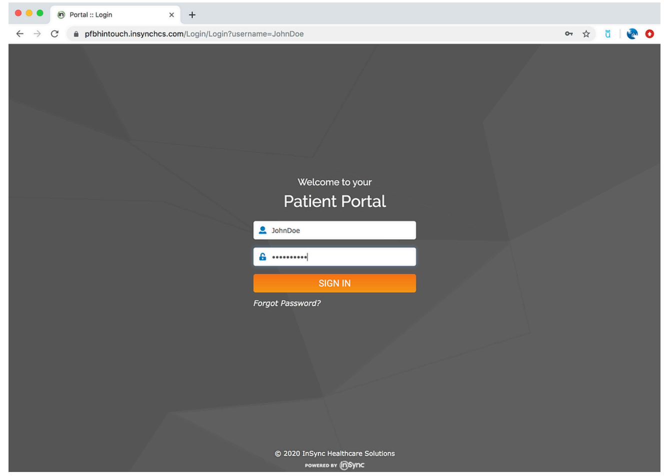
Navigating The Patient Portal



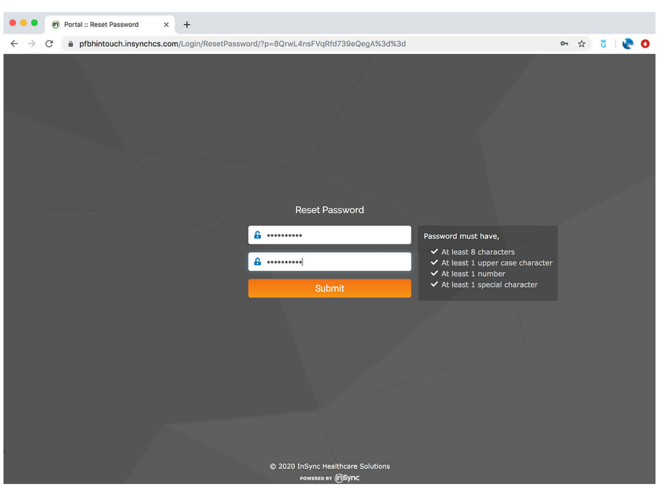


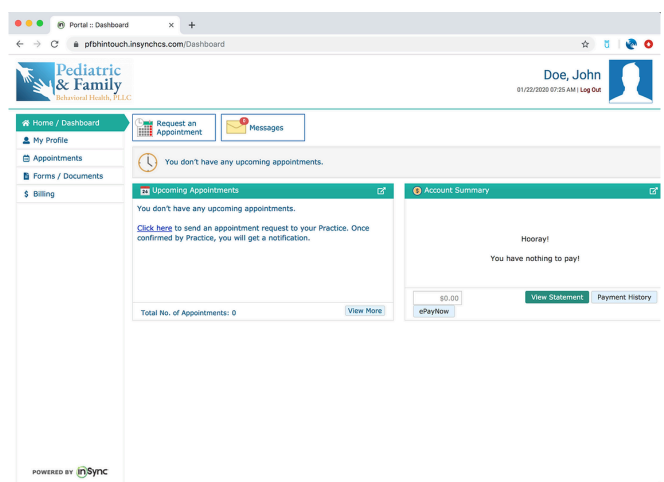
Step One

After finalizing your appointment with our intake coordinator, you will receive a text message with your Portal User Name and a Temporary Password

Step Two

Go to https://pfbhintouch.insynchcs.com. Enter your User Name and Temporary Password to the Log-In Screen. After inputting this information, it should prompt you to create a new password.





Step Three

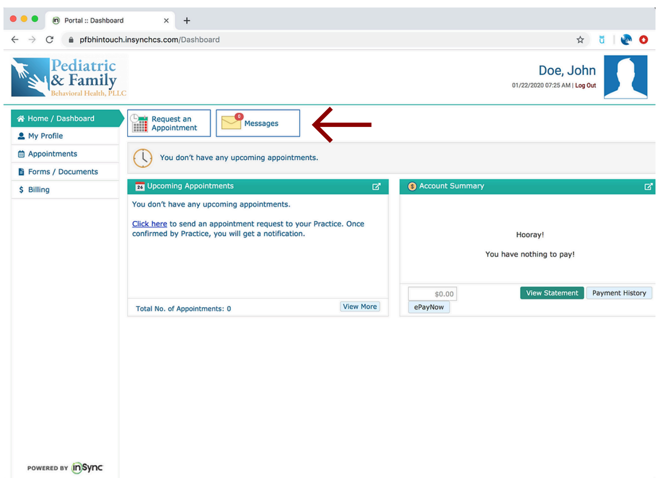
After finalizing your appointment with our intake coordinator, you will receive a text message with your Portal User Name and a Temporary Password

Step Four

After creating your password it will redirect you to the log-in screen once again to enter your newly created credentials. It will then direct you to your dashboard.

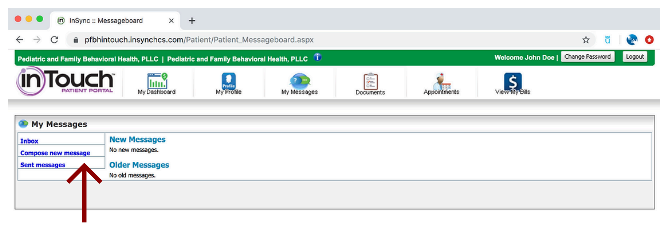
How To Send A Message To Your Provider

Please be advised, your message may not be reviewed, or seen for an unspecified period of time from the date that it is sent. If your message requires immediate attention, please call our office at 980-237-4766. If your medical situation requires immediate attention, please go to your nearest emergency room, hospital or call 911



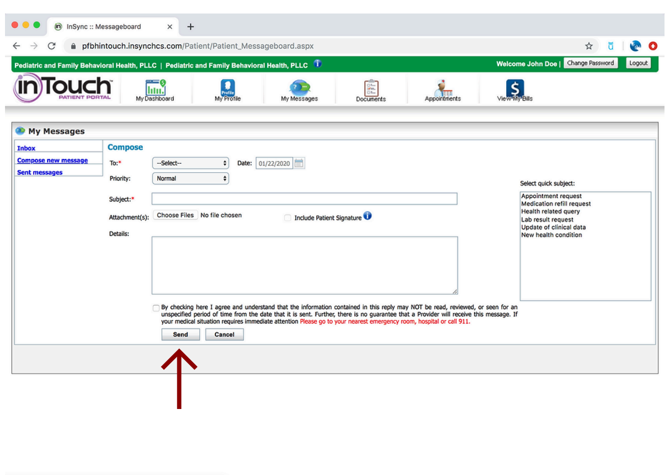
Step One

Click the Messages icon on your Dashboard Screen.



Step Two

Click Compose New Message

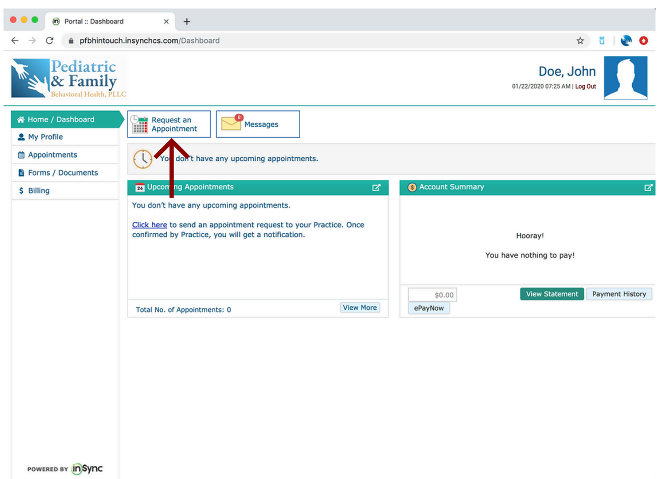


Step Three

Type your subject and message, read/agree to the disclaimer, then click send.

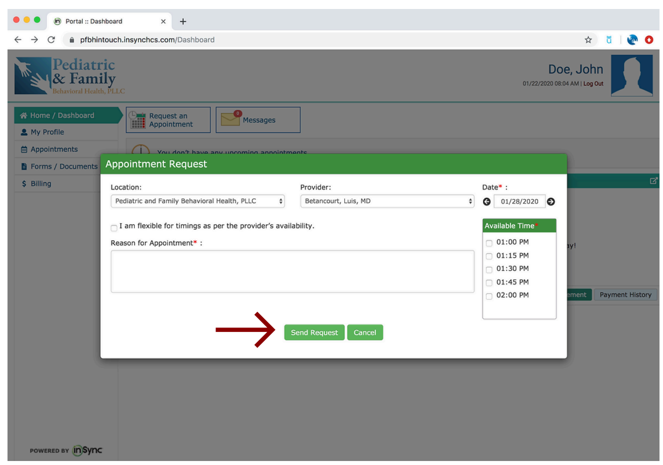
How to Request an Appointment

Please be advised, selecting an available appointment does NOT mean that your appointment has been scheduled.
You will receive a message through the portal when your appointment has been confirmed



Step One

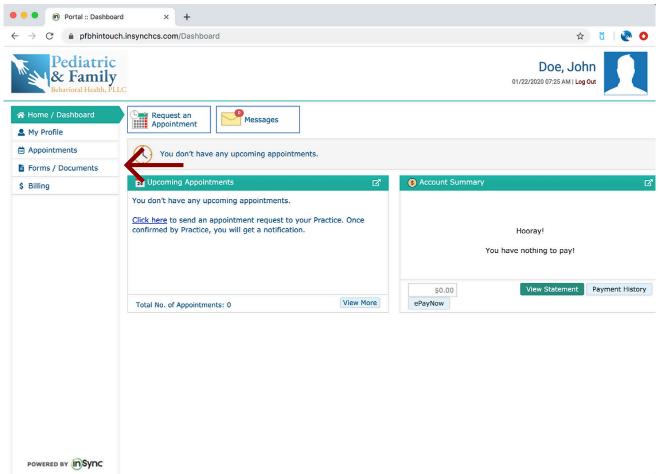
Click the Request an Appointment Icon on your Dashboard



Step Two

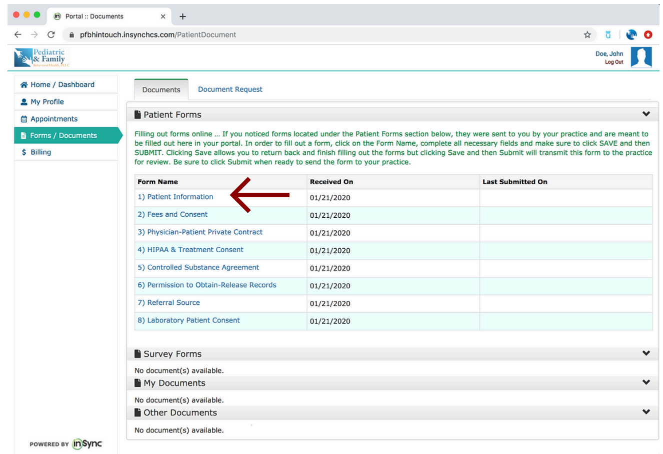
Choose your provider from the drop down menu. Select a date and time that works with your schedule and add a reason for the appointment request. When you are done, click Send Request. You will be notified via email as to whether or not your appointment has been confirmed.

How to Complete New Patient Paperwork



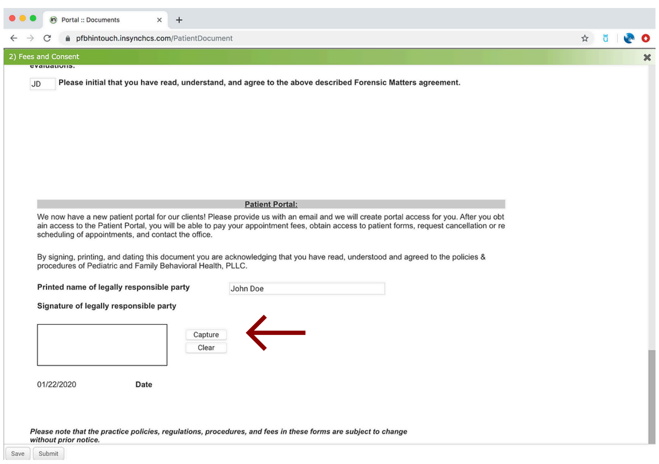
Step One

Click Forms/Documents on your Dashboard



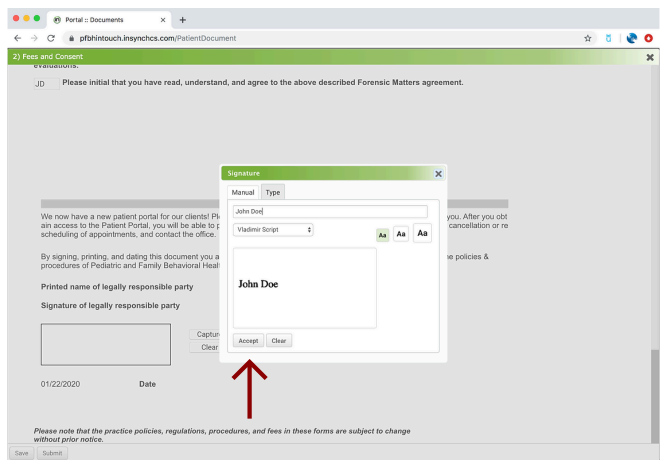
Step Two

Select the form you would like to complete.



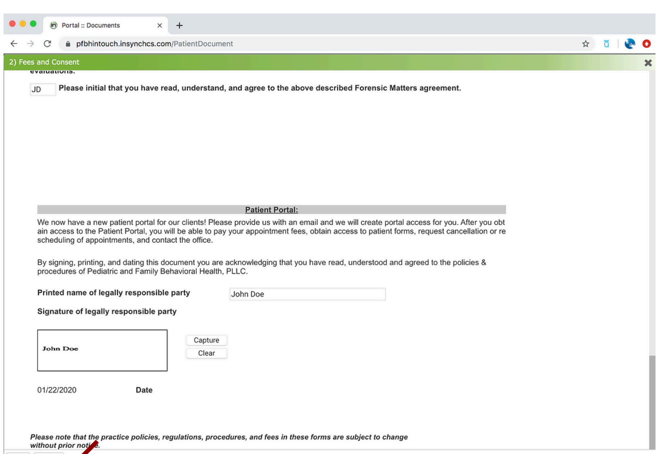
Step Three

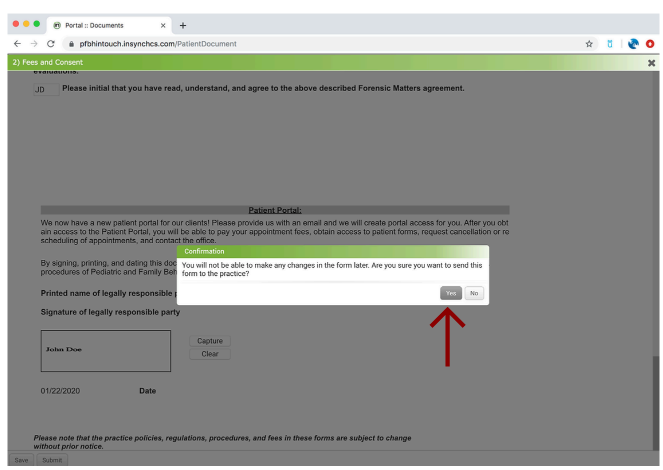
Follow the prompts to type in your information, name, and or initials. In order to add a signature, click Capture.



Step Four

You can either type or manually generate your signature. When you are happy with your signature, click Accept.





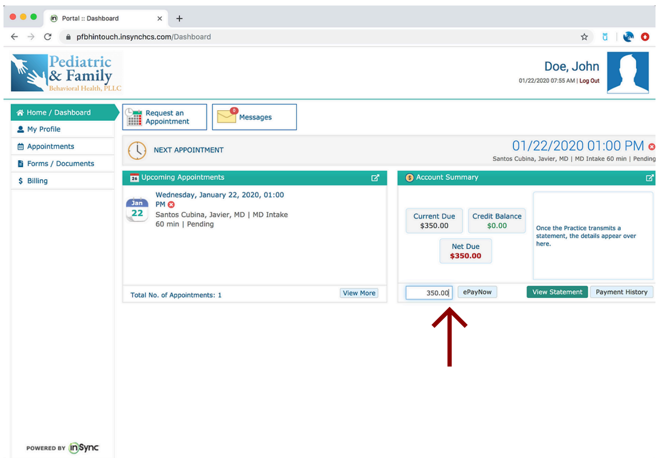
Step Five

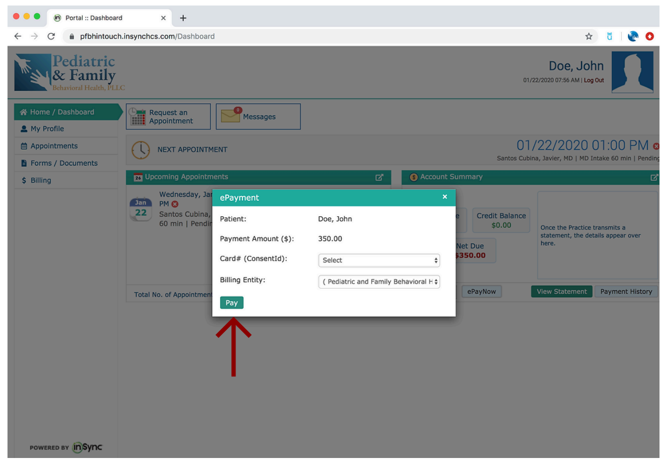
Once the form is completed, click Save, then click Submit.

Step Six

Click Yes to confirm you are ready to send in the form.

How to Pay a Bill



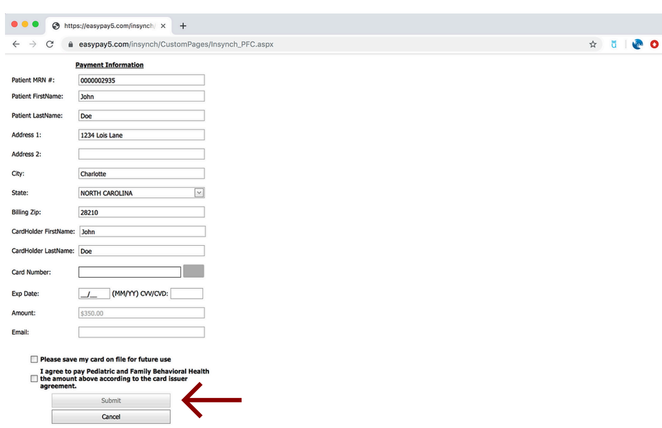


Step One

View any outstanding account balances on your Dashboard.
Type the amount you would like to pay and click ePay Now.

Step Two

If you already have a card on file, you can select it from the Card # drop-down menu. If not, click Pay to proceed.



Step Three

Verify your billing information and enter your card information. If you would like to keep your card on file select "Please save my card for future use." Verify that you agree to pay the above amount and click submit.