

PATIENT PORTAL- MESSAGING

1. Login to the Patient Portal thru the CNY Fertility Center website:
www.cnyfertility.com

2. Click on the Patient Portal link at the top of the screen:

Home

Contact Us

Donor Portal

Patient Portal



CNY FERTILITY CENTER
Integrative Fertility Care

3. Enter the User ID and Password provided.
4. Read and agree to the policy disclaimers (2 screens)
5. Indicate “No Change” on the Demographic Screen
6. Your Home page will now appear

7. If you would like to initiate or check your messages (in office email) click on “Messages” in the left hand column



OR

If a staff member has sent you a message a notice will appear in the bottom right hand corner of your Patient Portal



8. To send a new message to a staff member click on “New Msg”

To check messages that have been sent to you click on “Inbox”



Messages

New Msg
Inbox
Sent Items

9. If you are sending a message, after clicking “New Message” click on the arrow next to “Send to”; a drop down will appear and you can choose the staff member you would like to send your message to. Add a “Subject” and type your message; once you are done typing your message click “Send Message”



Messages

New Msg	Send to: <input type="text" value="Choose one"/>
Inbox	Subject: <input type="text"/>
Sent Items	Date: 9/26/2013 12:24:28 PM
	Message
	<input type="text"/>
	<input type="button" value="Send Message"/> <input type="button" value="Cancel"/>

10. If you have received a Message initiated by a CNY Fertility staff member you do **not** have the option of replying to that message. To respond you must create a New Message, following the steps above.