



PPL Patient Portal User Guide for Annual Requirements

Welcome

This is a step-by-step guide to help you complete the annual health screenings required to continue as a Personal Assistant in the New York CDPAP under the PPL program.

This is an additional resource; however, our Patient Portal is intuitive and will take you through the process step-by-step.

What to Expect

In total, there are 4 things you need to complete:

- General Consent (Signature)
- Medical Consent (Signature)
- Self-Health Assessment (Questionnaire)
- Tuberculosis Risk Assessment (Questionnaire)

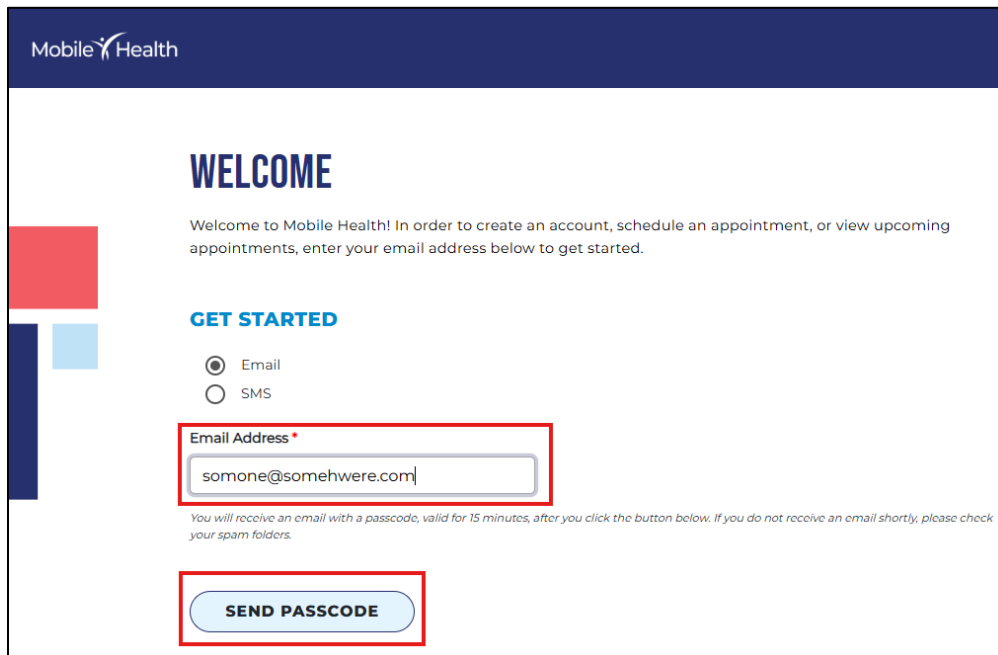
Time to Complete: About 10 Minutes

You MUST complete everything.

Based on the medical review of your assessments, you may need a follow-up appointment. If a follow-up is required, it will appear on your Dashboard, and you are able to schedule your appointment within the portal. Mobile Health will also contact you to schedule it.

How to Complete Your Annual Compliance Requirements

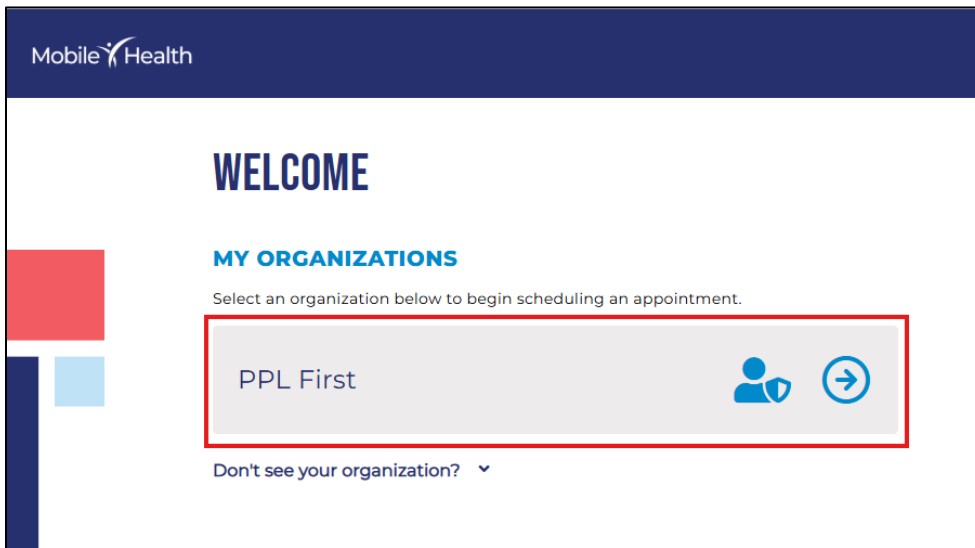
1. Open your web browser and go to <https://patientportal.prod-azure.mobilehealth.com/login/user-login?authcode=6ZyeDynu>
2. Enter your email address if it isn't auto filled. Click "**SEND PASSCODE.**"



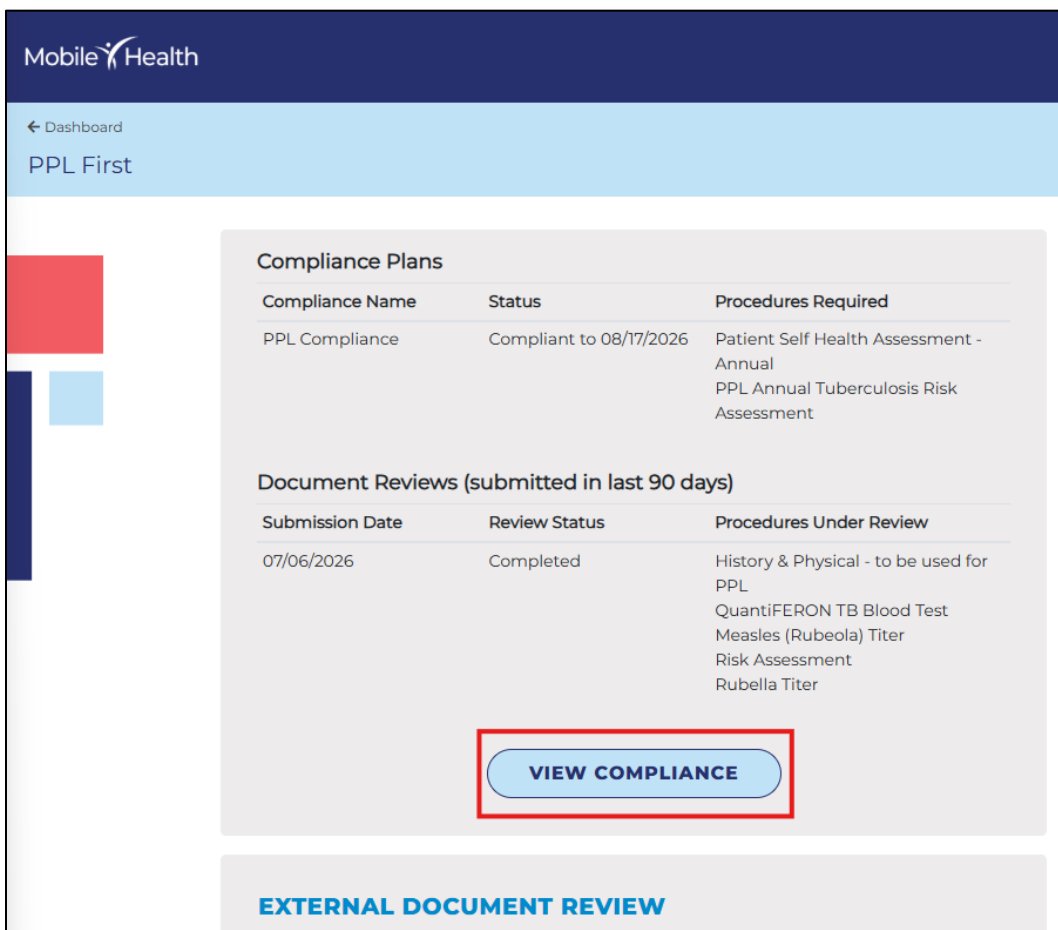
The screenshot shows the Mobile Health patient portal login page. At the top is a dark blue header with the 'Mobile Health' logo. Below the header, the word 'WELCOME' is displayed in large blue letters. A message follows: 'Welcome to Mobile Health! In order to create an account, schedule an appointment, or view upcoming appointments, enter your email address below to get started.' Under the heading 'GET STARTED', there are two radio button options: 'Email' (which is selected) and 'SMS'. Below these is a text input field labeled 'Email Address *' containing the placeholder text 'someone@somewhere.com'. A red rectangular box highlights this input field. Below the input field is a small line of text: 'You will receive an email with a passcode, valid for 15 minutes, after you click the button below. If you do not receive an email shortly, please check your spam folders.' At the bottom of the form is a blue button with the text 'SEND PASSCODE' in white, which is also highlighted by a red rectangular box.

3. Retrieve the passcode from your email (check your spam folder if you don't see it in your inbox). Copy and paste the code into the "ENTER PASSCODE" field. Click "**AUTHENTICATE.**" You are now logged into Patient Portal and will be redirected to the WELCOME page.

4. Click **"PPL First"** under MY ORGANIZATIONS.



5. Click **"VIEW COMPLIANCE."**



6. Click **“START”** under the **“COMPLIANCE”** section.

Mobile Health

← Dashboard

PPL First

COMPLIANCE REQUIREMENTS

NICHOLE EFFERTZ
PPL Compliance

- 1 COMPLIANCE** ^
- 2 REVIEW v
- 3 CONFIRMATION v

Online Procedures Included

- Patient Self Health Assessment - Annual Required
- PPL Annual Tuberculosis Risk Assessment Required

If you have completed any of these required procedures at a third-party medical provider, please submit the documentation from your healthcare provider using [Go to Upload](#)

START

7. Click **“CONTINUE”** under the **“REVIEW”** section.

Mobile Health

← Dashboard

PPL First

COMPLIANCE REQUIREMENTS

NICHOLE EFFERTZ
PPL Compliance

- 1 COMPLIANCE v
- 2 REVIEW** ^
- 3 CONFIRMATION v

APPOINTMENT DETAILS

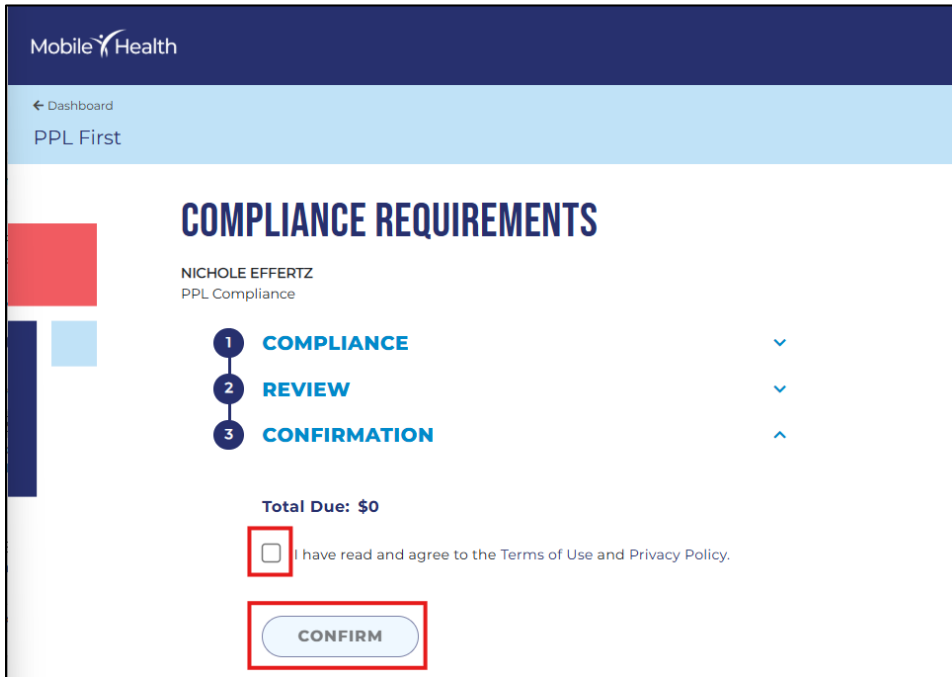
Online Procedures

- ☒ Patient Self Health Assessment - Annual
- ☒ PPL Annual Tuberculosis Risk Assessment

Total Due: \$0

CONTINUE

8. Check the box to agree to the Terms of Use and Privacy Policy and click **"CONFIRM."**



Mobile Health

← Dashboard

PPL First

COMPLIANCE REQUIREMENTS

NICHOLE EFFERTZ
PPL Compliance

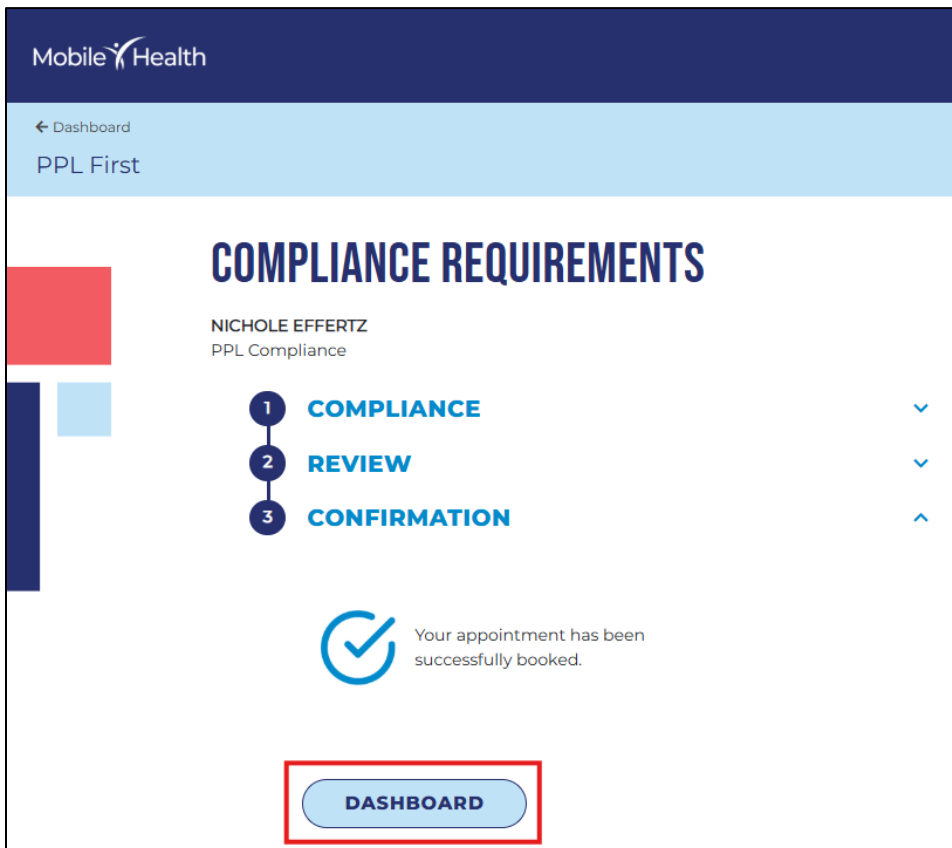
- 1 COMPLIANCE
- 2 REVIEW
- 3 CONFIRMATION

Total Due: \$0

☐ I have read and agree to the Terms of Use and Privacy Policy.

CONFIRM

9. Click **"DASHBOARD."**



Mobile Health

← Dashboard

PPL First

COMPLIANCE REQUIREMENTS

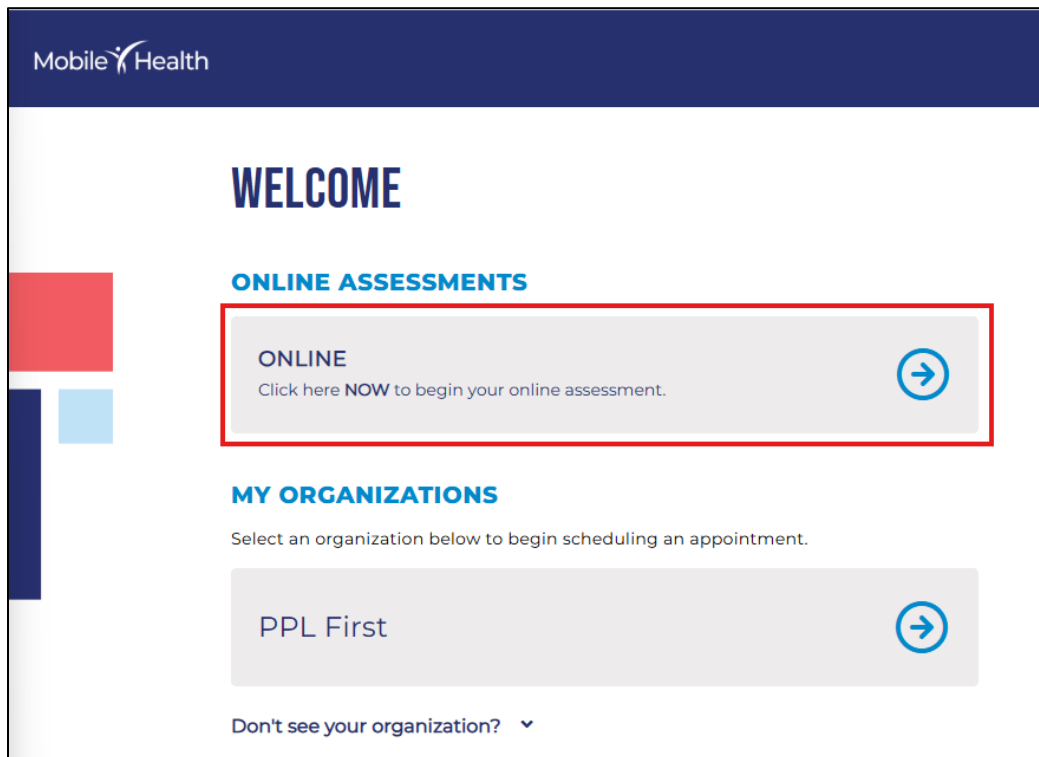
NICHOLE EFFERTZ
PPL Compliance

- 1 COMPLIANCE
- 2 REVIEW
- 3 CONFIRMATION

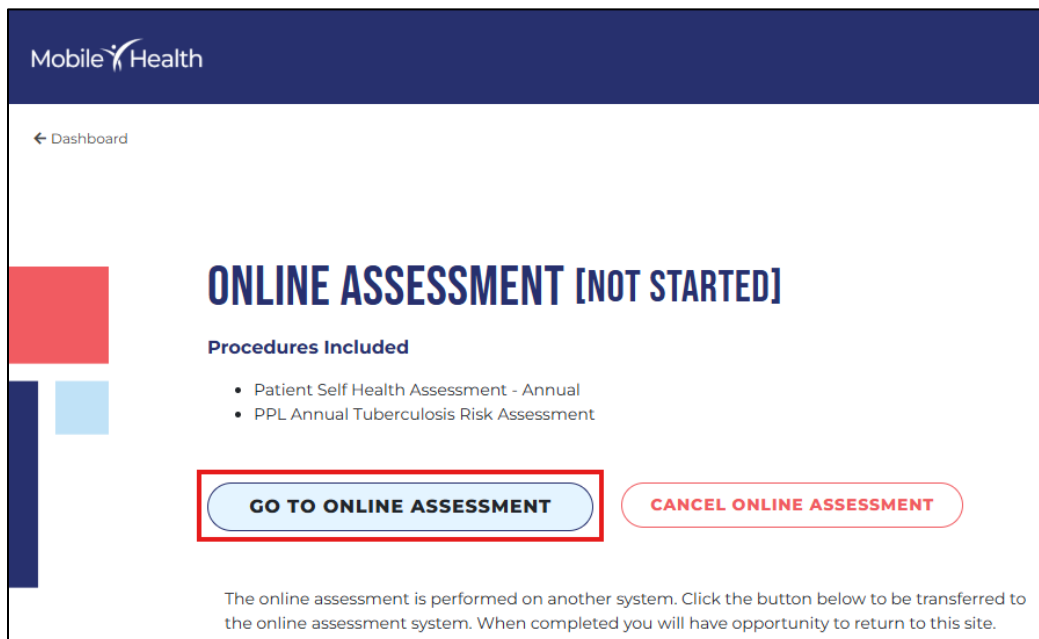
 Your appointment has been successfully booked.

DASHBOARD

10. Click the **“ONLINE”** box under **“ONLINE ASSESSMENTS.”**



11. Click **“GO TO ONLINE ASSESSMENT.”**



12. Click “**Patient Self Health Assessment – Annual**” under “Procedure Details.”

Mobile Health

<< Dashboard

VISIT DETAILS

PPL FIRST

Below is the list of procedures to complete online. Please complete the procedures and when you have finished, press the submit button that will appear beneath the list of procedures.

Location
Online

PATIENT CONSENT FORM

Patient Name
Nichole Effertz

Please click each link to below to complete the procedures.

Procedure Details

1. Patient Self Health Assessment - Annual
2. PPL Annual Tuberculosis Risk Assessment

Legend:

- Assessment questions available to be completed by patient
- Assessment questions completed by patient
- Procedure to be completed on premises by Mobile Health staff

13. The General Consent form will be first. Select “**Signature**” to sign using your finger, mouse, or use your “**Keyboard**” to sign by typing your name. Click “**SUBMIT**.”

Mobile Health

<< Visit Detail

PATIENT GENERAL CONSENT

1 OF 2

I understand this is an assessment and voluntarily consent to the examination. I also understand that this assessment is not a substitute for a comprehensive annual check-up by my own physician.

Location
Online

State
NY

☒ Signature ☐ Keyboard

Please sign above using your finger or mouse

CLEAR **SUBMIT**

14. Repeat step 13 for the Medical Consent form.

The screenshot shows the 'PATIENT MEDICAL CONSENT' form, labeled '2 OF 2'. It indicates the user is accepting the consent of Telehealth. The location is 'Online' and the state is 'OL'. There are two input methods: 'Signature' (selected) and 'Keyboard'. A text box contains 'Jane Doe' with a clear 'x' button. Below the text box is a signature graphic of 'Jane Doe'. At the bottom are 'CLEAR' and 'SUBMIT' buttons. A red box highlights the signature input area, and another red box highlights the 'SUBMIT' button.

15. Click “Patient Self Health Assessment – Annual” under “Procedure Details.”

The screenshot shows the 'VISIT DETAILS' page, labeled 'PPL FIRST'. It lists procedures to complete online. The location is 'Online'. There is a 'PATIENT CONSENT FORM' button. The patient name is 'Nichole Effertz'. Below the patient name, it says 'Please click each link to below to complete the procedures.' Under 'Procedure Details', there are two links: '1. Patient Self Health Assessment - Annual' and '2. PPL Annual Tuberculosis Risk Assessment'. A legend at the bottom explains the icons: a red circle with a dot for 'Assessment questions available to be completed by patient', a green circle with a dot for 'Assessment questions completed by patient', and a green square with a dot for 'Procedure to be completed on premises by Mobile Health staff'. A red box highlights the first link in the procedure details list.

16. Read the onscreen message and click “**NEXT.**”

Mobile Health

<< Visit Detail

PROCEDURE SCREENING

PATIENT SELF HEALTH ASSESSMENT - ANNUAL

1 2 3 4 5 6 7 8 9

IMPORTANT: PLEASE READ ALL QUESTIONS CAREFULLY. INCORRECT RESPONSES MAY DELAY COMPLIANCE APPROVAL OR RESULT IN A FAILED ASSESSMENT

ANSWER ALL QUESTIONS ACCURATELY

PREVIOUS NEXT

PREVIOUS **NEXT**

17. Read each question carefully and answer truthfully. Click the “**NEXT**” button until you’ve completed all the questions across all the pages.

PROCEDURE SCREENING

PATIENT SELF HEALTH ASSESSMENT - ANNUAL

PREVIOUSNEXT

123456789

Since your last physical exam or health assessment have you: History

Had any significant illness or hospitalization? *

☐ Yes ☐ No

Had surgery? *

☐ Yes ☐ No

Had any significant injuries or developed a new health problem? *

☐ Yes ☐ No

Seen a physician for any major illness? *

☐ Yes ☐ No

Had any reason to believe that you cannot or should not provide patient care? *

☐ Yes ☐ No

Struggled with any unresolved illness or medical conditions? *

☐ Yes ☐ No

Started any new medications? *

☐ Yes ☐ No

PREVIOUSNEXT

18. Click **"SUBMIT"** (A) to submit your Self Health Assessment. If you want to change any of your answers, click **"this link"** (B) and you will answer the questions again.

Mobile Health

<< Visit Detail << Procedure Screening

SUBMISSION REVIEW

PATIENT SELF HEALTH ASSESSMENT - ANNUAL

Thank you for conducting the procedure for PPL First! If you would like to change any information regarding the procedure inputs, click [this link](#). If you are ready to submit your results, please click the Submit button below.

(A) SUBMIT (B) [this link](#)

Add any supporting files

[SELECT FILES](#) [UPLOAD](#)

Filename	Document Type	Size
No Files Found!		

19. Click **"PPL Annual Tuberculosis Risk Assessment"** under "Procedure Details."

Mobile Health

<< Dashboard

VISIT DETAILS

PPL FIRST

Below is the list of procedures to complete online. Please complete the procedures and when you have finished, press the submit button that will appear beneath the list of procedures.

Location
Online

Patient Name
Nichole Effertz

Please click each link to below to complete the procedures.

Procedure Details

1. Patient Self Health Assessment - Annual ✓
2. [PPL Annual Tuberculosis Risk Assessment](#) !

Legend:

- ! Assessment questions available to be completed by patient
- ✓ Assessment questions completed by patient
- Procedure to be completed on premises by Mobile Health staff

20. Carefully read and answer each question truthfully. Click “NEXT” when complete.

PROCEDURE SCREENING

PPL ANNUAL TUBERCULOSIS RISK ASSESSMENT

[PREVIOUS](#)[NEXT](#)

1

TB symptoms can progress slowly and/or mimic other diseases. You can develop symptoms of TB a few weeks after contracting the bacteria – or not until years after the initial infection. This questionnaire targets some of the most common symptoms. Please familiarize yourself with them. You are the first to know when you are not feeling well and may have TB symptoms

Questions

Do you have any of the following symptoms - productive cough for more than 3 weeks; coughing up blood; unexplained weight loss; fever, chills, or drenching night sweats for no known reason; persistent shortness of breath; unexplained fatigue for more than 3 weeks; chest pain. *

☐ No ☐ Yes

In the past year have you been exposed to anyone exhibiting the above signs or symptoms, or someone who has had active TB? *

☐ No ☐ Yes

In the past year have you been treated for Latent or Active Tuberculosis? *

☐ No ☐ Yes

In the past year have you had immunosuppression, including receipt of an organ transplant, treatment with an TFN-alpha antagonist (e.g., infliximab, etanercept, or other), chronic steroids (equivalent of prednisone > 15 mg/day for > 1 month) or other immunosuppressive medication, or do you have human immunodeficiency virus infection? *

☐ No ☐ Yes

In the past year have you had temporary or permanent residence (for > 1 month) in a country with a high TB rate? (i.e. any country other than Australia, Canada, New Zealand, the United States, and those in western or northern Europe) *

☐ No ☐ Yes

[PREVIOUS](#)[NEXT](#)

21. Click **“SUBMIT” (A)** to submit your Annual Tuberculosis Risk Assessment. If you want to change any of your answers, click where it says **“this link” (B)** and you will answer the questions again.

The screenshot shows the 'SUBMISSION REVIEW' page for the 'PPL ANNUAL TUBERCULOSIS RISK ASSESSMENT'. At the top, there are navigation links '<< Visit Detail' and '<< Procedure Screening'. The main heading is 'SUBMISSION REVIEW' followed by 'PPL ANNUAL TUBERCULOSIS RISK ASSESSMENT'. A thank-you message is followed by instructions: 'Thank you for completing the procedure for PPL First! If you would like to change any information regarding the procedure input, click **this link**. If you are ready to submit your results, please click the Submit button below.' A red box labeled 'A' highlights the 'SUBMIT' button, and another red box labeled 'B' highlights the 'this link' text. Below the message is a section for 'Add any supporting files' with a 'SELECT FILES Q' button and an 'UPLOAD' button. A table with columns 'Filename', 'Document Type', and 'Size' shows 'No Files Found!'. The Mobile Health logo is in the top left corner.

22. Both assessments should now have a green checkmark next to them. If so, click **“SUBMIT.”**

The screenshot shows the 'VISIT DETAILS' page for 'PPL FIRST'. It lists procedures to complete online. Under 'Location', it says 'Online'. Under 'Patient Name', it says 'Nichole Effertz'. A message says 'Please click each link to below to complete the procedures.' Under 'Procedure Details', there are two items: '1. Patient Self Health Assessment - Annual' and '2. PPL Annual Tuberculosis Risk Assessment'. Both items have a green checkmark icon next to them, which are highlighted with red boxes. Below the list is a 'SUBMIT' button, also highlighted with a red box. A message states: 'The procedures are complete so you can submit when satisfied with your answers. If there is anything that you want to review, click on the links provided above prior to submitting. Once submitted you will not have ability to edit again.' A legend at the bottom explains the icons: a red circle with a dot for 'Assessment questions available to be completed by patient', a green circle with a checkmark for 'Assessment questions completed by patient', and a green square with a checkmark for 'Procedure to be completed on premises by Mobile Health staff'. The Mobile Health logo is in the top left corner.

You have now submitted your annual compliance requirements. Your compliance is now **PENDING**.

Depending on your answers to the assessments, additional procedures may be required. You can log in to the Patient Portal to see if you have any, what they are, and schedule an appointment for them. Mobile Health will also contact you if a follow-up is needed.

To return to the Patient Portal, log in following steps 1-3 on page 2.

Logout

To ensure your information remains private and secure, please click “**LOGOUT**” from the menu (top right) each time you finish using Patient Portal.

