



## eIVF INSTRUCTION SHEET

Follow these easy steps to enter the patient portal of the Fertility Center's electronic records system before your appointment with our office. You may need to temporarily disable pop-up blockers. If you are not able to complete this process on line, please arrive at the Fertility Center 30 minutes prior to your appointment time to use our patient workstation here in the office.

- Go to **MyFertilityCenter.com**
- Click **Patient Login** in top right corner under the phone numbers
- Type in User ID \_\_\_\_\_ (patient) OR Type in User ID \_\_\_\_\_ (partner)

**NOTE: While partners' charts are linked, each person requires a separate user ID number for entering information.**

- Type in Password **Baby1234** (this is case sensitive) and click **Login** or press Enter
- Accept the terms of Disclaimer by clicking **I Agree** at bottom of screen
- Accept terms of Privacy Practices by clicking **I Agree** at bottom of screen
- Fill in your information as well as your partner's. Press Tab on your keyboard to advance to the next box or line. Items marked in **red \*** are required demographics information and must be filled in completely.
- Be sure to click **Update** at the bottom of the screen to save any changes.  
Or click **Proceed** to advance to the home page of your file if you don't need to add any personal information.

**NOTE: If you leave the information page and then return to it the same day, the information you entered will not show up on the screen for 24 hours.**

- On the home page of your profile, follow the prompts to complete nine short history forms (medical, genetic, infertility, etc.) To open the series of forms, click on:

- **Your History Form is incomplete (Click here)**

Next, put your cursor on • **Patient Evaluation** under  **History** and click on the blue typeface to access the forms that need to be completed. If you don't see instructions for the nine-step process, continue to click on

- **Patient Evaluation** until the screen with instructions opens up.
- Click **Back or next** to access previous or upcoming forms. You must fill in every blank before you move to the next item. If you don't know the answer to a question, just type in "DK"(don't know) or "NA"(no applicable) . If you haven't fully completed a form and plan to return to it later, be sure to click **save and close**.

**NOTE: If you do not click save and close, the data you entered will be lost.**

- When you have completed the registration process, you will see the message **Thank you for registering**. Simply click **close** .
- If you have questions, click the **Help** tab on the menu bar in the left margin of the home page screen and choose one of the brief instructional videos to view. Or call the Fertility Center at 423.899.0500.
- When you are finished, click **Log off** at the bottom of the menu bar.