

# **Patient Portal Instructions**

Lee Family Practice is pleased to offer our patients a patient portal where you can quickly and securely manage all of your health information.

You can use our portal to:

- View labs, x-ray reports, and office visits
- Leave a non-urgent message for one of our providers
- Update your patient information such as home address, telephone number, etc.

You will receive an email from “Lee Family Practice Associates, P.A.” stating you have a message or new record in your patient portal inbox with instructions on how to retrieve the information.

This email will be sent to the email address we have on file, so please make sure it is current.

## **Activating Patient Portal**

- Once the office has activated your account you will receive an email instructing you on what to do next.
- The email will state “Important message from Lee Family Practice Associates, P.A. and new portal account with Lee Family Practice Associates, P.A.”
- The email will contain a temporary link to activate your account. The email also provides your initial username and temporary password. For future access to the patient portal you will be able to use <http://LeeFamilyPractice.myupdox.com>
- Once you have clicked on the temporary link from your email you will be redirected to the website and it will prompt you to change your temporary password to a permanent one, and verify your account by entering your date of birth.
- Once you enter the instructed information you will have access to your portal, and after each visit we will send your visit summary, any lab results and/or x-rays to your portal.