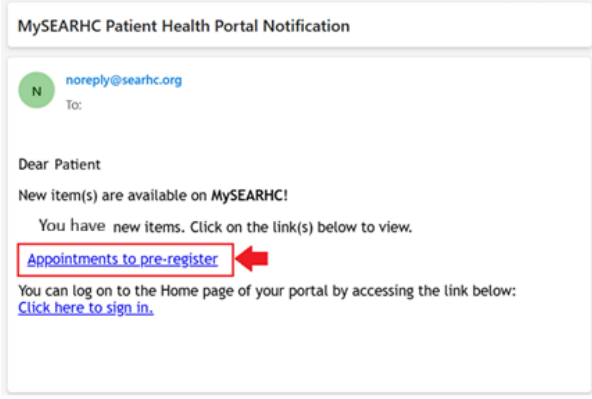
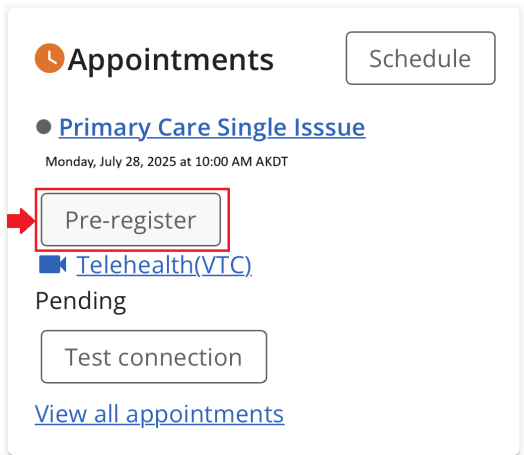


MySEARHC Quick Reference Guide

Pre-registration

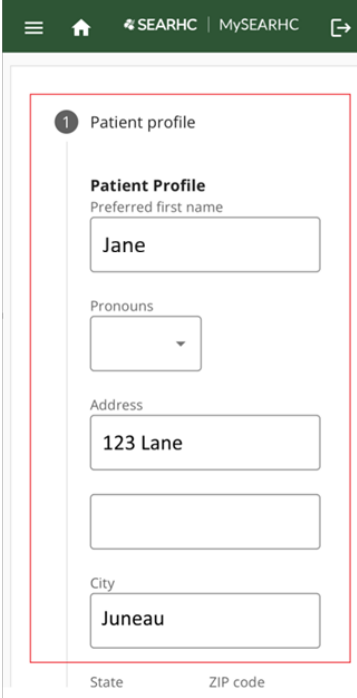
Update demographic information prior to scheduled appointments. Real-time notifications (e.g., by email) are sent when appointments are eligible for pre-registration.

1	<p>Select Appointments to pre-register link in the notification.</p> <p>NOTE: Add noreply@searhc.org to your email safe sender list to ensure portal notifications are received.</p>	 <p>The screenshot shows an email notification from MySEARHC. The subject is 'MySEARHC Patient Health Portal Notification'. The email body says 'Dear Patient', 'New item(s) are available on MySEARHC!', and 'You have new items. Click on the link(s) below to view.' A red box highlights the link 'Appointments to pre-register' with a red arrow pointing to it. Below this, it says 'You can log on to the Home page of your portal by accessing the link below: Click here to sign in.'</p>
2	<p>Select the Pre-register button.</p> <p>NOTE: There are eight steps to pre-register for in-office appointments</p> <p>NOTE: Pre-registration steps are subject to change.</p>	 <p>The screenshot shows the 'Appointments' section of the MySEARHC portal. It has a 'Schedule' button in the top right. Below the title, there is a section for 'Primary Care Single Issue' with the date 'Monday, July 28, 2025 at 10:00 AM AKDT'. A red box highlights the 'Pre-register' button with a red arrow pointing to it. Below this are links for 'Telehealth(VTC)', a 'Pending' status, a 'Test connection' button, and a link to 'View all appointments'.</p>

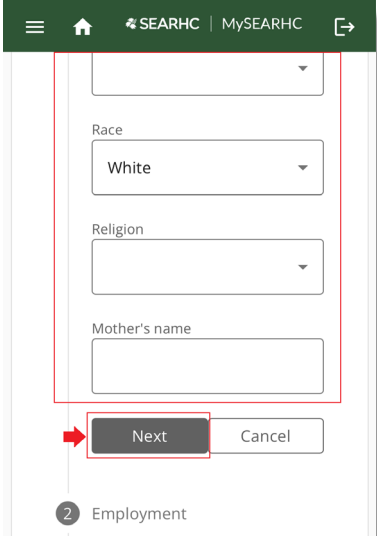
3

Confirm **Patient Profile** information.

- Suggest edits by entering new information, otherwise select **Next** to continue

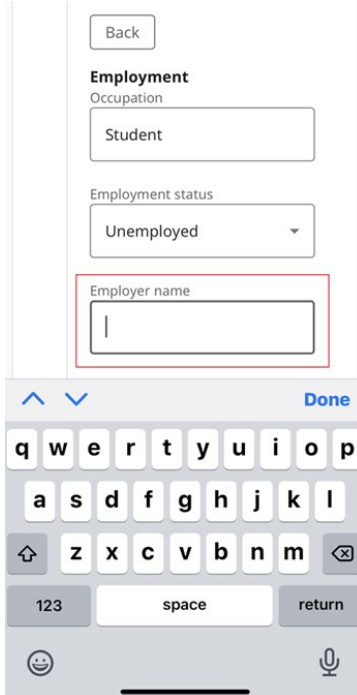
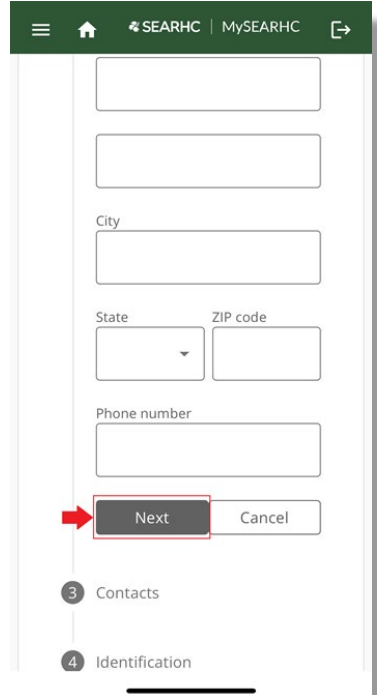


Continued...


4

Confirm **Employment** information.

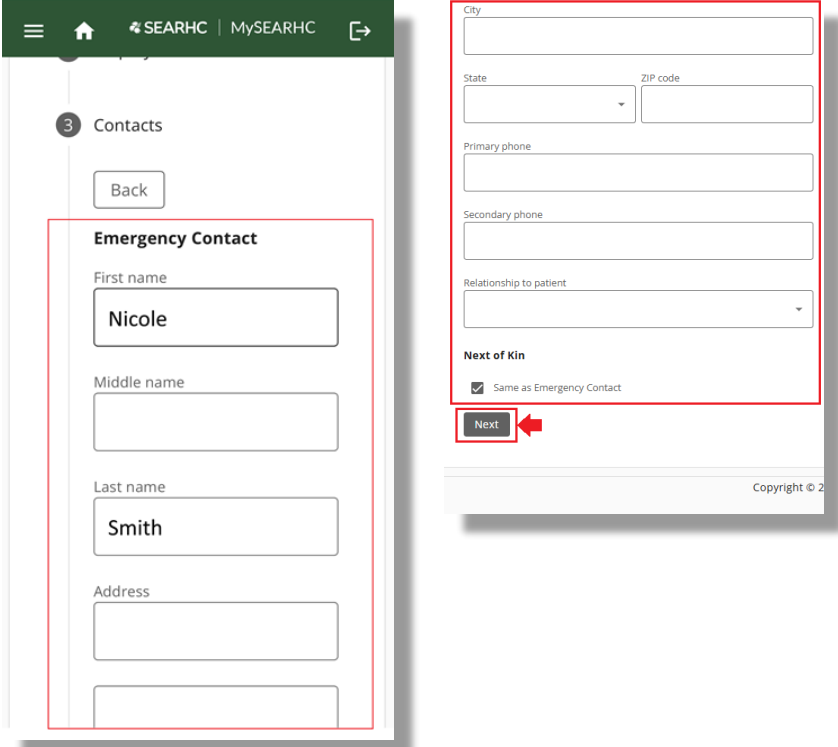
- Suggest edits by entering new information, otherwise select **Next** to continue

5

Confirm **Contacts** information.

- Suggest edits by entering new information, otherwise select **Next** to continue



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3 Contacts

Back

Emergency Contact

First name
Nicole

Middle name

Last name
Smith

Address

City

State ZIP code

Primary phone

Secondary phone

Relationship to patient

Next of Kin

☒ Same as Emergency Contact

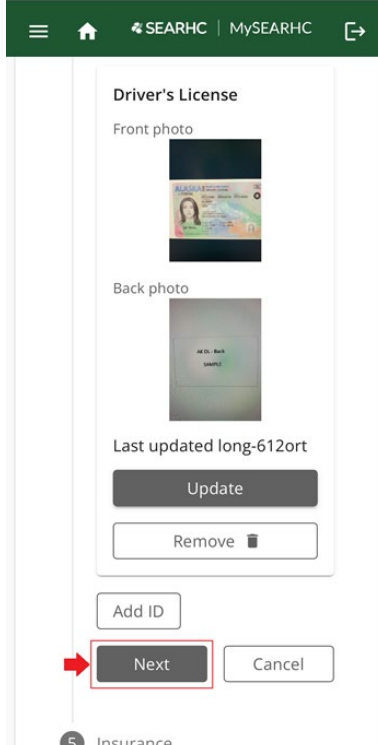
Next

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6

Confirm **Identification** information.

- Suggest edits (e.g., **Update** and **Remove**), otherwise select **Next** to continue



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Driver's License

Front photo

Back photo

Last updated long-612ort

Update

Remove

Add ID

Next

Cancel

5 Insurance

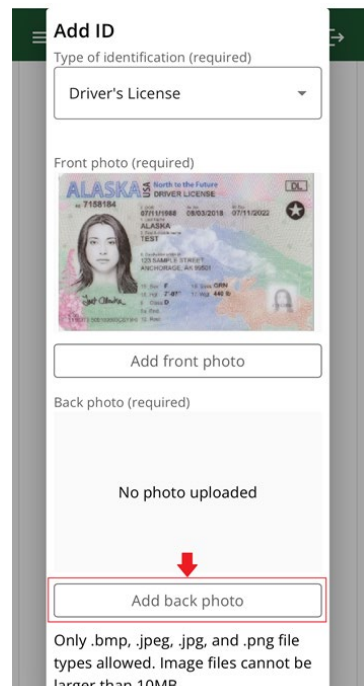
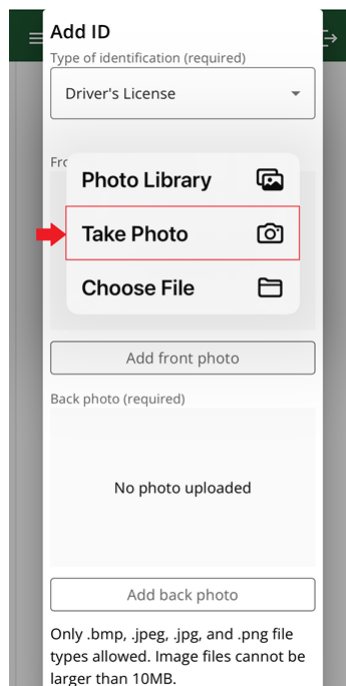
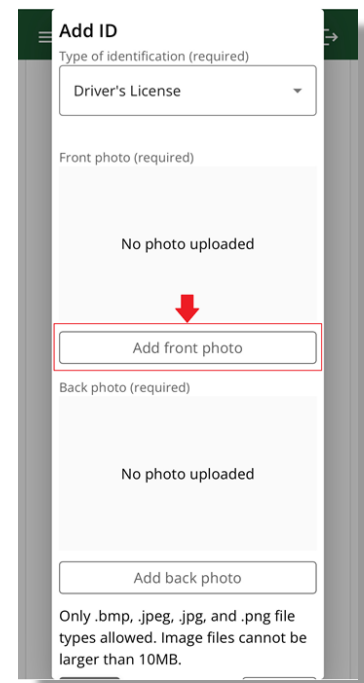
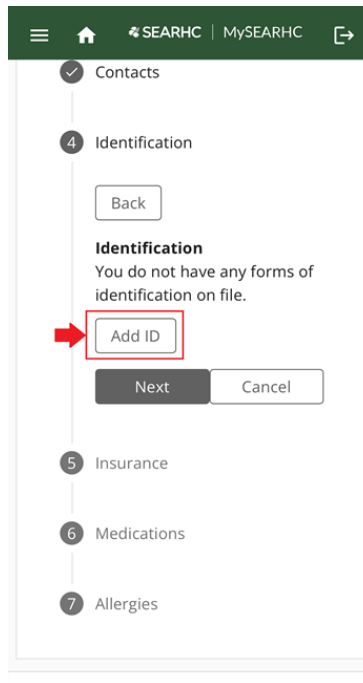
7

How to add identification from a smartphone:

- Select **Add ID**
- Select **Add front photo** (e.g., Driver's License)
- Select **Take Photo** to capture the front side of the Driver's License
- Select **Add back photo**
- Repeat process and capture the back of the Driver's License

NOTE: Other options for adding ID photos include:

- selecting an image from the photo library, or
- choosing a file saved on the smartphone



8

Adding identification (cont.):

- Select **Save**
- Select **Next**

9

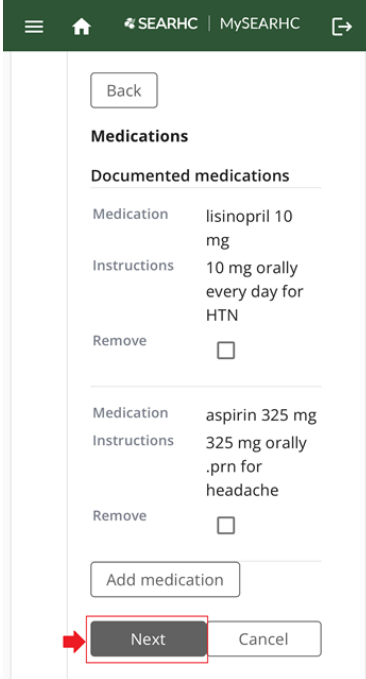
Confirm **Insurance** information.

- Suggest edits (e.g., **Update** and **Remove**), otherwise select **Next** to continue

10

Confirm home Medications.

- Suggest edits (e.g., **Remove** and **Add medication**), otherwise select **Next** to continue



Back

Medications

Documented medications

Medication	lisinopril 10 mg
Instructions	10 mg orally every day for HTN
Remove	<input type="checkbox"/>
Medication	aspirin 325 mg
Instructions	325 mg orally .prn for headache
Remove	<input type="checkbox"/>

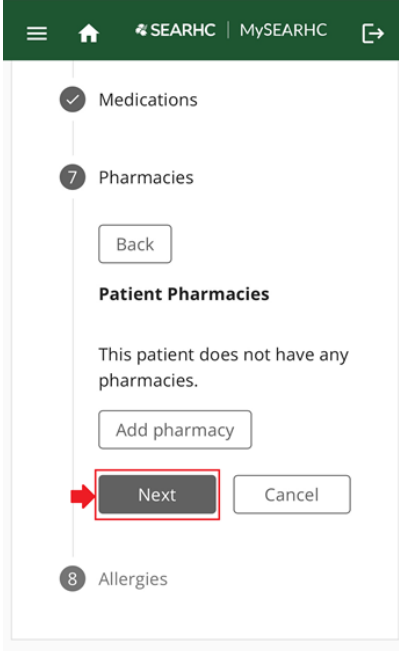
Add medication

Next Cancel

11

Confirm Pharmacies.

- Suggest edits (e.g., **Add pharmacy**) otherwise select **Next** to continue



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Medications

7 Pharmacies

Back

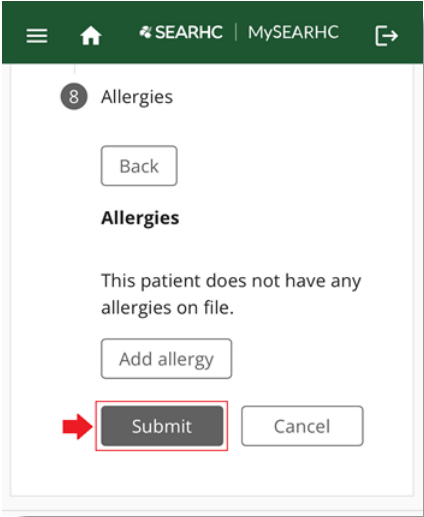
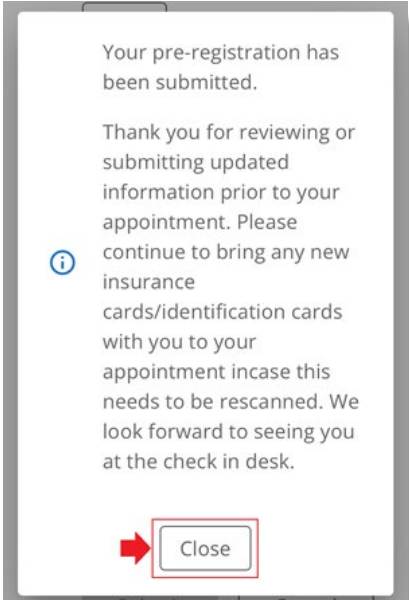
Patient Pharmacies

This patient does not have any pharmacies.

Add pharmacy

Next Cancel

8 Allergies

<div>12</div>	<p>Confirm Allergies.</p> <ul style="list-style-type: none"> Suggest edits (e.g., Add allergy), otherwise select Submit 	
<div>13</div>	<p>Confirm your pre-registration has been submitted:</p> <ul style="list-style-type: none"> Select Close to return to the Appointments page 	
<p style="text-align: center;">Looking for further help? Contact the Patient Support Center at 907.463.0400</p>		