



Patient Step-by-Step Guide to Online Forms

Welcome to **Golden Rey Energy Center!**

We look forward to working with you on your health journey. We recently changed our charting system and patient portal. Please follow this step-by-step guide to get set up.

*Please contact Power2Patient customer service for any patient portal troubleshooting at: **P: 1-855-677-1967**

1. You should have received a patient portal invitation via email at the time of booking your initial appointment. This email may have been sent to your Spam folder. Please “search” for “Golden Rey Energy” to find this email and click the “Click Here” button to sign up. Once registered, this is a secure way for you to message with our medical team, get results, upload documents and even update your medical questionnaire. Please use the patient portal for all medical-related questions. Our front desk staff will not be able to answer medical questions or refill prescriptions, and will direct you to use the patient portal.
 - a. If you have already signed up for the Power2Patient portal, please use the link on our website or go to **www.power2patient.net** to login.
2. If you have already done step one, just login to Power2Patient and complete the online forms **5-7 days in advance of your appointment**
 - a. Existing patients do not need to re-do Epworth, Horowitz and Symptom Cluster forms
 - b. Only MD and NP consultations need to fill out the Epworth, Horowitz, and Symptom Cluster forms
3. Once signed up and signed into your account, please complete the e-sign documents found under “e-sign documents”. Please complete in their entirety:
 - a. Consent and **Liability form, HIPAA, Epworth, Horowitz, and Symptom Cluster** forms
 - b. If you have Medicare, please sign and date the **Medicare Private Contract** form
 - c. There is a link to the Horowitz questionnaire in the welcome message on the patient portal. Please click on the link, you will be redirected to the Horowitz questionnaire. After completing all questions, your final score will be calculated for you. Take this final number and type it into the Horowitz e-sign document in the Power2Patient portal and sign to complete.

4. Once you have completed and signed all e-sign documents, please click on the 'Questionnaire' tab in the patient portal. This is an in-depth medical questionnaire to help us review your personal health and to make sure that your health record is complete and accurate.. This takes about 20 minutes and if completed well in advance of your appointment, this will help your visit to be most effective. Dr. Reynolds and Dr. Prentice will review these forms 1-2 days prior to your visit.
5. If you were a previous patient at Golden Rey and used Dr. Chrono's Onpatient portal, please review and save your billing and receipts if you need these for HSA or FLEX funds documentation. These cannot be transferred to the Power2Patient portal and we will not be able to access it after February 15, 2023.

Patient Checklist

- ☐ Sign up as a patient on Power2Patient via Golden Rey Energy's email that you received
- ☐ Sign in to your account
- ☐ Complete the e-sign documents (Consent and Liability, HIPAA, Epworth Sleepiness Scale, Symptom Cluster, and Medicare if applicable)
- ☐ Follow link to complete the Horowitz questionnaire
- ☐ Go back to e-sign documents to type in your final number from the Horowitz questionnaire and sign
- ☐ Complete P2P patient health survey to complete your medical record