



New Patient Portal Website Instructions

1. Go to WWW.MIDWESTVASCULAR.NET (*Note: This is a new website, our web address has recently changed*)
2. Click on the '**Patient Portal**' tab in the upper right hand corner of the web page.
3. Then click on '**Register**'
4. (Step One of the completion process) Enter all information required. Make sure to check mark the boxes under '**Patient Policies**' towards the bottom of the page. When finished click '**Submit Changes**'.
5. This brings you to Step two, Insurance Information. Enter your current insurance information, if you do not have insurance, choose the last option 'No Insurance/Self Pay. If your correct insurance is listed as an option once you entered the above information, select the insurance. Continue to fill out required information. When finished, click '**Add Insurance**' located towards the bottom of the page. The next page displayed will be '**Insurance Record for (Your Name)**' which is a summary of the information you have entered thus far. Proceed to the next step.
6. Under the main picture on the site (woman in a field of flowers), next to the '**Patient Access**' option, select the '**Dashboard Menu**' option. This will let you know how much you have completed and what still needs to be entered. You'll see '**Manage My Record**' quick links, and you will select each of these and complete all information. Some may already have information pre-populated from when you registered, but click on each option to make sure all questions are answered. For example, select '**Email and Password**' to update or add a new email address. Once completed, click back to the '**Dashboard Menu**' and complete each section.
 - a. At any time, if you select the option '**My Health Record**' which is the next option to the right of '**Dashboard Menu**' it will let you know what sections have or have not been completed. Once all sections are complete, they will turn green and display '**My Health Record (100% complete)**'. If you think you have answered all questions, but it is still displaying that you have not, look at the section that it displays incomplete and ensure that you have all questions answered. In most cases, every question will need to be answered in order to be 'complete'.
7. You can use the '**Contact our Office**' button for a variety of things, including to check your inbox, request an appointment, or for general messages that will be sent to one of our staff members.
8. The next option '**My Reports and Tools**' allows you to print out a summary of your health information, along with any educational resources available.
9. The '**Diet Calculator**' tab is just for informational purposes and is not required to be completed.
10. Once you are finished entering all necessary information, please look around our website for valuable information, such as educational links, frequently asked questions, procedure instructions, driving directions and much more.
11. If you are a new patient, please go to the '**Patient Forms**' link towards the top of the page. The first option listed will be '**New Patient Forms Pack**'. Please print this and fill it out in its entirety and bring it with you to your first appointment.

At any time, if you have any questions or need help with any part of the completion process, please call our office (419-866-2000) and a staff member will be happy to help you.

Thank you for choosing Midwest Vascular & Varicose Vein Center and we look forward to assisting you!