

Do you need help navigating our patient portal? We are here to help! Below is a “snap shot” of each step. Please call the office if you have any questions. 704-295-0000. Thank you.

STEP 1: Go to carolinaskin.ema.md (do not type www in the browser)

This is what your screen should look like.




STEP 2: Enter the username and password that were given to you at your appointment. They should be written down on a handout.

STEP 3: At the top left of the page, click on “Visit Info”. (See below circled in red)

female test | Carolina Skin Surgery Center Audit Log RESET PASSWORD LOGOUT

Patient Info **Visit Info** Contact Us Carolina Skin Surgery Center

Patient Data

 **test, female** Female Age: 30 DOB: 10/25/84 MRN: EMA1337400

Contact Info **My Contact**

Insurance and Pharmacy

Medications

Allergies

Past Medical History

Skin Disease History

Social History

Family History

Problem List

NAME

test female

Last Name * First Name * Middle Prefix Suffix Nick Name

MARITAL STATUS

Unspecified

SOCIAL SECURITY NUMBER

##.##.####

Required for Meaningful Use

DATE OF BIRTH * **PLACE OF BIRTH**

10/25/1984

MM/DD/YYYY City State


Zip Code Country

*****Please note: we are using a test patient for this demonstration. None of this information is pertaining to a real patient*****

STEP 4: You are now able to view any educational material pertaining to your visit and view a copy of your visit. The “My Health” tab on the left (highlighted in yellow) is the first screen that you will see after clicking on “Visit Info” from STEP 3. On the right side of the screen (also highlighted in yellow), you will be able to click on “Patient Education” to view the material or click on “View CCDA”. This lets you view your actual visit note and the details of your appointment. You can also click on “Download CCDA XML” to download a copy of your record to your personal computer.

Kareo Test | Carolina Skin Surgery Center

Patient Info **Visit Info** Contact Us

 **Patient Data**

Test, Kareo Female Age: 32 DOB: 8/20/82 Phone: (704) 295-0000 Allergies: Penicillins

My Health

Tests and Results


VISIT DATE	ATTENDEES	IMPRESSIONS	FACILITY	ACTION
11/03/2014 12:30 PM	Primary Provider & Primary Biller: Taylor, Jackie Carruth, Marc MD		Carolina Skin Surgery Center	Patient Education
09/29/2014 03:40 PM	Primary Provider & Primary Biller: Burkhalter, Ashley	Basal Cell Carcinoma (173.31)	Carolina Skin Surgery Center	Patient Education
09/17/2014 03:30 PM	Primary Provider & Primary Biller: Burkhalter, Ashley	Actinic Damage (692.74) Seborrheic Keratoses (702.19) Actinic Keratosis (702.0)	Carolina Skin Surgery Center	Send CCDA View CCDA Download CCDA Download CCDA XML
09/17/2014 03:19 PM	Primary Provider & Primary Biller: ACCOUNT-DO NOT USE, emasupport	Atypical Nevi (238.2)	Carolina Skin Surgery Center	Patient Education
09/17/2014 03:15 PM	Primary Provider & Primary Biller: ACCOUNT-DO NOT USE, emasupport	Acne (706.1) Atypical Nevi (238.2)	Carolina Skin Surgery Center	Patient Education
09/15/2014 12:40 PM	Primary Provider & Primary Biller: LeClear, April		Carolina Skin Surgery Center	Patient Education
09/08/2014 01:05 PM	Primary Provider & Primary Biller: Burkhalter, Ashley	Post-Operative Wound Check (V58.77) Complication, Post-op Infection (998.59) Post-Operative Wound Check (V58.77) Suture Removal Encounter (V58.32)	Carolina Skin Surgery Center	Send CCDA View CCDA Download CCDA Download CCDA XML
09/03/2014 04:15 PM	Primary Provider & Primary Biller: Burkhalter, Ashley Carruth, Marc MD	Complication, Post-op Infection (998.59) Post-Operative Wound Check (V58.77) Suture Removal Encounter (V58.32) Actinic Damage (692.74) Complication, Post-op Infection (998.59) Post-Operative Wound Check (V58.77) Acne (706.1) Actinic Damage (692.74) Actinic Damage (692.74) Suture Removal Encounter (V58.32) Invasive Squamous Cell Carcinoma (173.92)	Carolina Skin Surgery Center	Patient Education
09/03/2014 04:10 PM	Primary Provider & Primary Biller: Burkhalter, Ashley Carruth, Marc MD	Complication, Post-op Infection (998.59)	Carolina Skin Surgery Center	Send CCDA View CCDA Download CCDA Download CCDA XML
	Primary Provider & Primary Biller: Carruth, Marc MD		Carolina Skin Surgery	Send CCDA View CCDA

<https://carolinaskin.ema.md/ema/patient/portal/MyPortal.action>

STEP 5: Next you will want to click on the “*Contact Us*” tab (circled in red below). When you have a surgical procedure (such as Mohs Micrographic Surgery or an Excision) at Carolina Skin Surgery Center, we will send a message to you (called an Intramail) to check on you after your procedure.

Kareo Test | Carolina Skin Surgery Center

Patient Info Visit Info **Contact Us**

 **Patient Data**




Test, Kareo Female Age: 32 DOB: 8/20/82 Phone: (704) 295-0000 Allergies: Penicillins

Mail

Sent CCDA

Inbox Sent

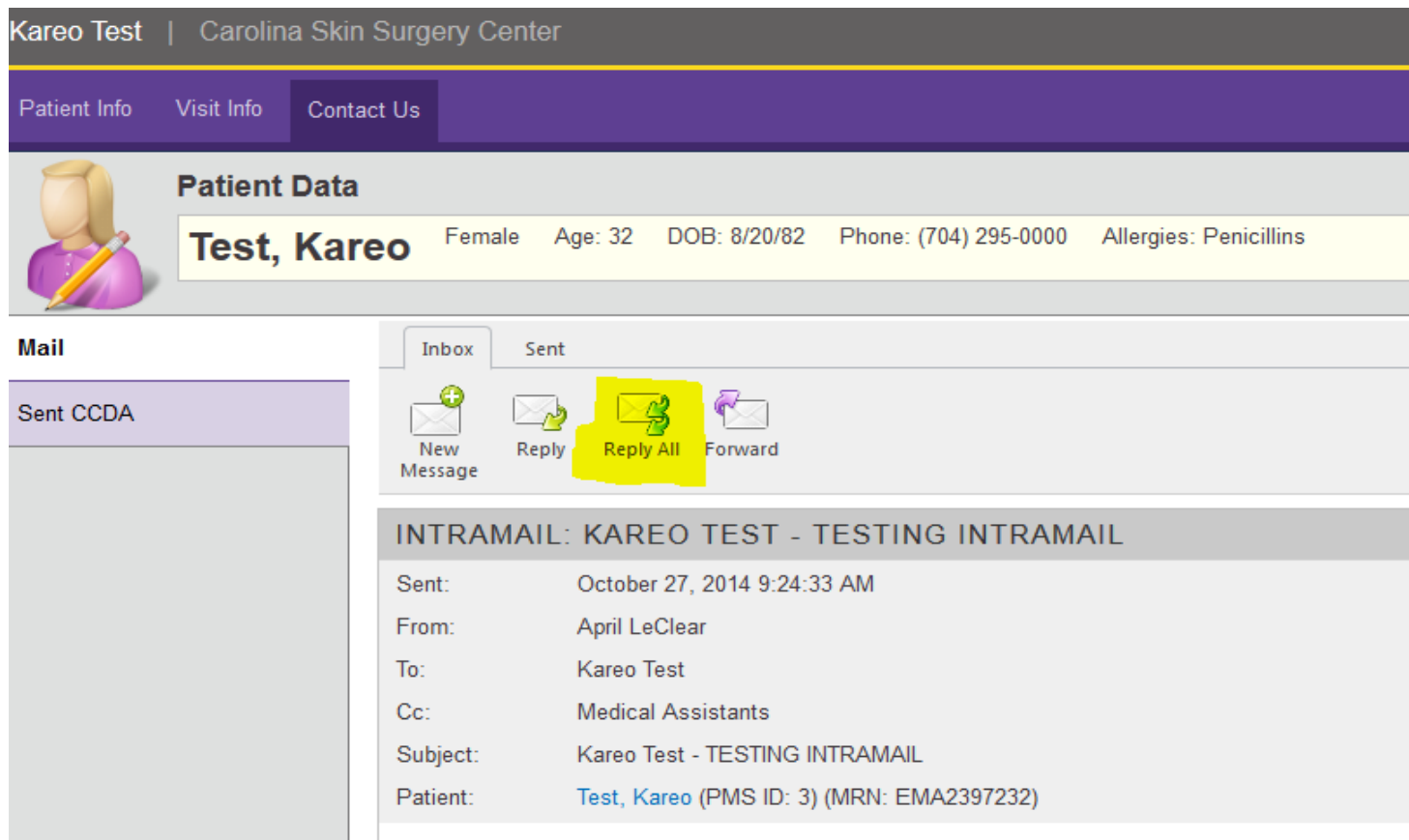
New Message

	RECEIVED ON	FROM	SUBJECT
	10/27/2014 09:24 AM	April LeClear	Kareo Test - TESTING INTRAMAIL
	09/16/2014 04:36 PM	Jackie Taylor	Kareo Test MRN:EMA2397232 PMS:3
	09/12/2014 10:02 AM	April LeClear	Kareo Test MRN:EMA2397232 PMS:3

STEP 6: We ask that you respond to our Intramail to let us know how you are doing.

You can do this by:


- Clicking on the blue wording under the “*Subject*” field.
- Then click on “*Reply All*” and type your message. (please see picture below – highlighted in yellow)
 - We ask that you click on “*Reply All*” so that all of the Medical Assistants get your message. If someone is out one day, we do not want to miss your message.



Kareo Test | Carolina Skin Surgery Center

Patient Info Visit Info Contact Us

Patient Data

 **Test, Kareo** Female Age: 32 DOB: 8/20/82 Phone: (704) 295-0000 Allergies: Penicillins

Mail

Sent CCDA

Inbox Sent

New Message Reply Reply All Forward

INTRAMAIL: KAREO TEST - TESTING INTRAMAIL

Sent: October 27, 2014 9:24:33 AM

From: April LeClear

To: Kareo Test

Cc: Medical Assistants

Subject: Kareo Test - TESTING INTRAMAIL

Patient: [Test, Kareo \(PMS ID: 3\) \(MRN: EMA2397232\)](#)

You can also contact us for basic, generic questions. We strongly recommend that you **DO NOT** contact us through Intramail for emergencies or questions that need a prompt response. It is best to call the office for these types of questions/problems. Our phone number is 704-295-0000.

Intramail messages are only checked during normal business hours.

Monday – Thursday: 7:30 Am to 4:30 pm

Friday: 7:30 am to 12:00 pm

Carolina Skin Surgery Center ~ 2615 East 7th St. Charlotte, NC 28204 ~ Ph: 704-295-0000 ~ Fax: 704-295-0005