

## How to create a Patient Portal account with Halcyon Dermatology:

1. Go to [www.halcyonderm.com](http://www.halcyonderm.com) and click on “Portal” on the top of the screen. (On mobile, click on “Menu” drop down and then choose “Portal”).
2. Click “Create new account” and fill in the requested information.
3. Input the security code from the email received from the office.
4. Answer the security questions
  - \*\* Name and zip code must match the information provided to the clinic when making the appointment

## How to fill out the online history paperwork:

1. Log in to the Patient Portal from Halcyon Dermatology website.
2. Go to “myInfo” → “Patient Information”
3. Fill out all demographic information and emergency contact as well.
4. Go to “myInfo” → “Forms”
5. (For new patient) Under “Unstarted forms”, it will say “*Not started: Dermatology Online History*” → Click on “Start form”
6. Fill out all the sections.
  - If a question is inapplicable, check the box that say “denies...” or “No”.
  - If you have no past surgery, choose “no past surgery” from the drop down.
7. When finished, click “Finalized and Submit”
8. Click “Submit” on the second window that pops up and says, “Would you like to submit this form?”
9. You will be automatically directed to the Electronic Forms page and it should indicate that your “Dermatology Online History” form is “*Completed*”.

