

# My Kid's Chart User's Guide

PCC



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My Kid's Chart is the patient portal for your pediatrician's office. You can use My Kid's Chart to access medical records and communicate with your pediatrician.

Use this guide to learn how to log in to My Kid's Chart, review your child's records, and send messages to your pediatrician.

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## Get an Account

In order to access your child's information through the portal, you need to get a portal account.

Call your pediatrician's office; they will ask for your e-mail address and verify which patient records you are authorized to access. Then they will create an account for you.

Next, you will receive an e-mail with your temporary login information.

September 18, 2013

Dear Wilma Flintstone,

You are receiving this email because PCC Pediatric Test Associates created an account for you to access My Kid's Chart. Please contact our office immediately if you did not request this account.

Automatically [sign in](#) to My Kid's Chart or sign in manually at [mykidschart.com/pccped](https://www.mykidschart.com/pccped).

Your sign in email address is: [wilma@yabadabadoo.com](mailto:wilma@yabadabadoo.com)

Your temporary password is: SFgqEchn

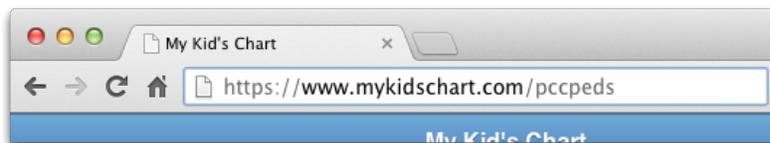
The temporary password above will expire in 1 week so please sign in today and set a password of your choice.

If you have any questions about accessing My Kid's Chart or about the information displayed in My Kid's Chart, please call our office at (800) 722-7708.

Thank you,  
Dr. John

## Log In to My Kid's Chart

After you receive your new account e-mail, you can click on the "sign in" link in the Welcome e-mail or type the URL into a Web browser. You can use My Kid's Chart on a personal computer or on your smart phone.



You may want to bookmark or save this link for later.

Next, enter your e-mail address and temporary password to log in.

**My Kid's Chart**

**PCC Pediatric Test Associates**

Email Address

wilma@yabadabadoo.com

Password

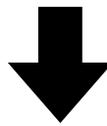
.....

Keep me signed in

**Sign In**

[Forgot Password?](#)

[Terms and Conditions](#)



**Sign Out** **My Kid's Chart** **Settings**

**Welcome Wilma Flinstone**

**Patients**

Pebbles Flintstone 08/21/03 

Dino Flintstone 06/29/09 

**Messages**

Create Message 

**PCC Pediatric Test Associates**  
[\(800\) 722-7708](#)  
20 Winooski Falls Way  
Suite 7  
Winooski, VT 05404

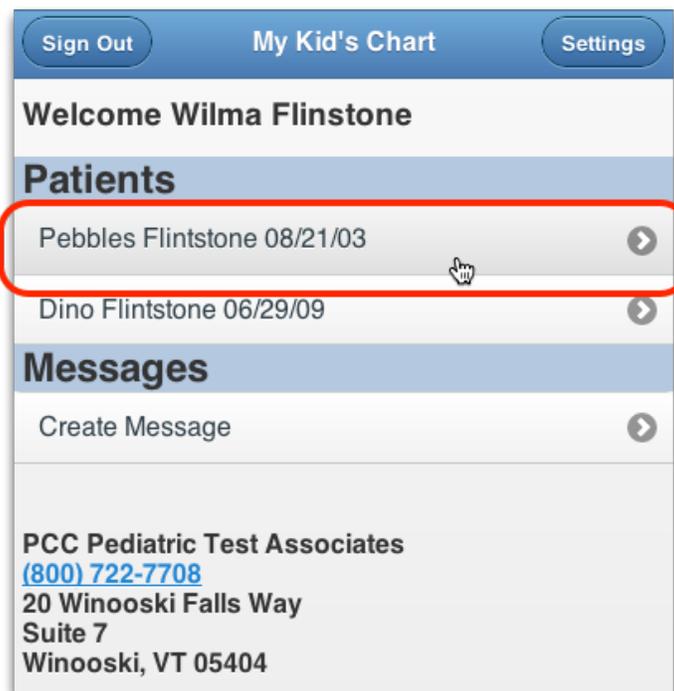
**First Time Login:** If this is your first time logging in, My Kid's Chart will ask you to enter a new password when you log in.

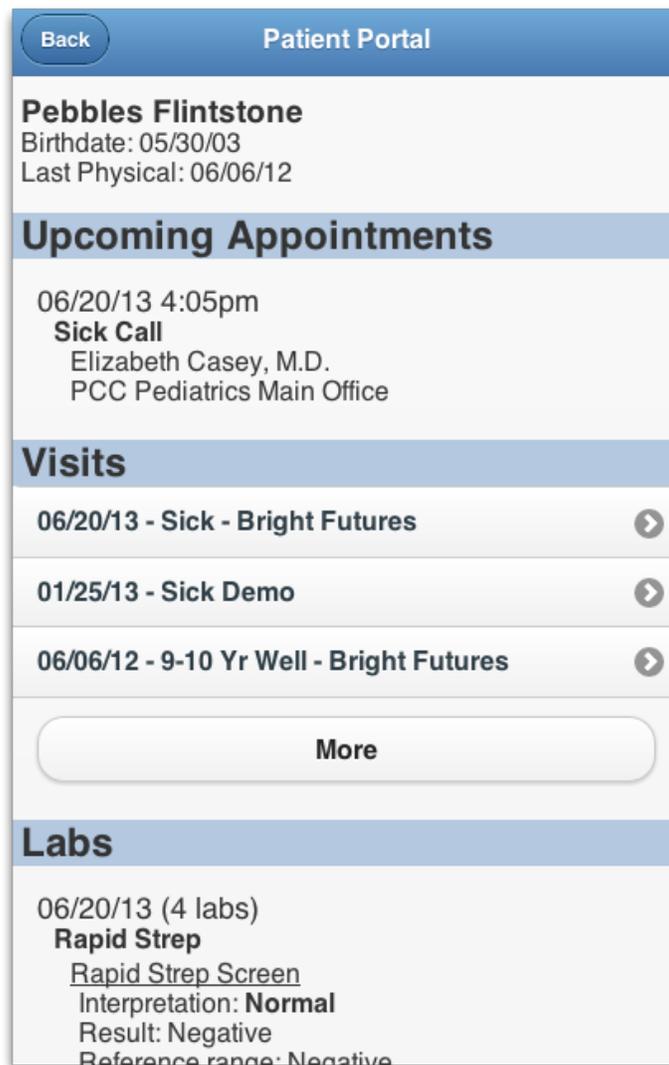
Once you log in, you will see your child/children listed, along with any upcoming appointments they may have. You may also see a Messages section for sending messages to the office, if your pediatrician's office has activated that feature.

- **Do You See the Patients You Expect?:** If you are a parent or guardian of several children, your pediatrician's office can add each child to your user account. Patients can also appear on more than one login, so more than one parent or guardian, and the patient themselves, may be granted an account with access to the same patient's medical records. Contact your pediatrician's office if you are not seeing the patients you expect to see.
- **Automatic Log Out:** After 5 minutes of inactivity, MyKidsChart will log you out.
- **Does Your Name Appear Correctly?:** You can click the "Settings" button to change how your name appears on the screen.

## Review Your Child's Records

Click on your child's name to open their medical records.





You will see your child’s name and birth date, along with their last physical date. If they have any upcoming appointments, you will see them listed as well. Scroll down to review your child’s past visits, lab results, medications, and other information.

## Review Visit Summaries

How tall was your child at their last physical? What was your pediatrician’s diagnosis when your child had a cough last month? For a complete visit summary, select the visit you want from the list.

For each visit, you can see information that was collected and any labs or diagnostic notes from that visit. You can review the vision or hearing screenings and any other items noted in the chart on that day.

Patient Portal	
<a href="#">Back</a>	
<b>Pebbles Flintstone</b> Birthdate: 05/30/03 Last Physical: 06/06/12	
<b>Visit Summary for 06/07/08</b> Mark Williams, M.D. PCC Pediatrics Main Office 5-6 Yr Well - Bright Futures	
<b>Diagnoses</b>	
Well Infant/Child Care (V20.2)	
<b>Vitals</b>	
<b>Weight</b>	40 lbs (18.144 kg) 52 <sup>nd</sup> percentile (CDC)
<b>Height</b>	40 in (101.60 cm) 9 <sup>th</sup> percentile (CDC)
<b>BMI</b>	17.6 kg/m <sup>2</sup> 92 <sup>nd</sup> percentile (CDC)
<b>Immunizations</b>	
<b>Administered</b>	DTaP IPV

**Vitals Percentiles Based on Patient Data:** You will notice a percentile value listed with your child’s weight, height, and BMI. These values show how your child’s information compares to that of other children of the same age and sex. If your child has a Down syndrome diagnosis, you will see “AAP-DS”, which indicates that the percentile is based on Down syndrome patients of the same age and sex.

## Check Test Results

When you want to review the results of a lab test, vision test, or any other medical procedure or order, just scroll down to the relevant section. Alternatively, you can click on the visit at which the test was given and review results in the visit summary.

The information in My Kid’s Chart is updated automatically from the patient’s medical chart at the office, so you can be sure that the latest information is always available. Contact your pediatrician if you have any questions.

## Download an Immunization Record

Do you need a copy of your child's immunizations record? In the Immunizations section, you can select the PDF button to download a copy.

**Immunizations**

Administered

**DTaP**  
06/05/08 12/01/04 12/10/03  
11/10/03 09/03/03

**Hepatitis B**  
12/10/03 11/10/03 09/03/03  
07/08/03

**HIB**  
09/01/04 12/10/03 11/10/03  
09/03/03

**IPV**  
06/05/08 12/01/04 11/10/03  
09/03/03

**MMR**  
07/01/06 09/01/04

**Pevnar**  
12/01/04 12/10/03 11/10/03  
09/03/03

**Rotavirus**  
12/10/03 11/10/03 09/03/03

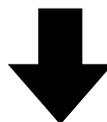
**Varicella**  
07/01/06 06/06/04

 **Immunization Record** 

## Teenagers and Patients Who Are Over 18

If one of your children is over your state's emancipation age, then their records will automatically become private, and your pediatrician's office will have to grant special permission for you to view their records. Your pediatrician has a policy on whether or not to give parents access to records for children of different age groups, which must follow state and federal guidelines.

Dino Flintstone (Privacy Enabled) 





## Send Messages to Your Pediatrician

As you review patient records in My Kid's Chart, you can exchange private messages with your pediatrician's office.

After you log in to My Kid's Chart, you will see a Messages section underneath your child's name.

**Messaging Features May Not Be Implemented:** If your pediatric practice would rather communicate via phone or e-mail, they may not use the Messages features described in this section. Contact your pediatric practice to learn the best way to keep in touch.

### Send a Message

Click "Create Message" to create a new message.

Sign Out My Kid's Chart Settings

Welcome Wilma Flinstone

**Patients**

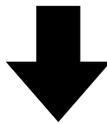
Pebbles Flintstone 08/21/03

Dino Flintstone 06/29/09

**Messages**

Create Message

PCC Pediatric Test Associates  
[\(800\) 722-7708](tel:8007227708)  
20 Winooski Falls Way  
Suite 7  
Winooski, VT 05404



Back My Kid's Chart

This message service is intended for non-critical questions only! If you require assistance immediately, please call the office. If you have a medical emergency, call 911.

Patient

Dino Flintstone

Subject

Acetaminophen or Tylenol?

Message

Fred gave Dino children's acetaminophen instead of children's Tylenol. Is that okay?

Send

Attach a Photo or PDF

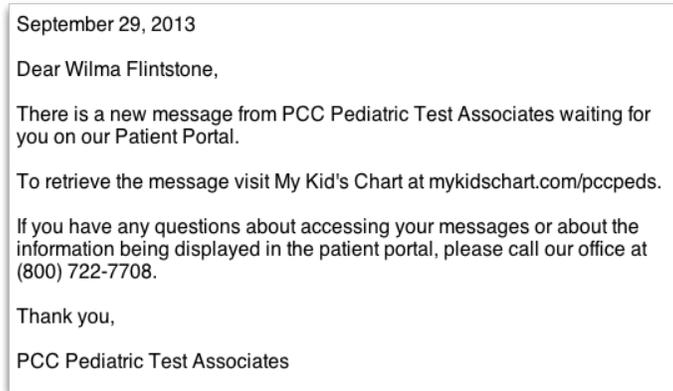
Enter a subject for your message, and the text of your question. If you want to attach images or PDFs, you can do so. Then click Send.

My Kid's Chart will deliver the message directly to your pediatrician's office, where clinical staff can review it and answer your question.

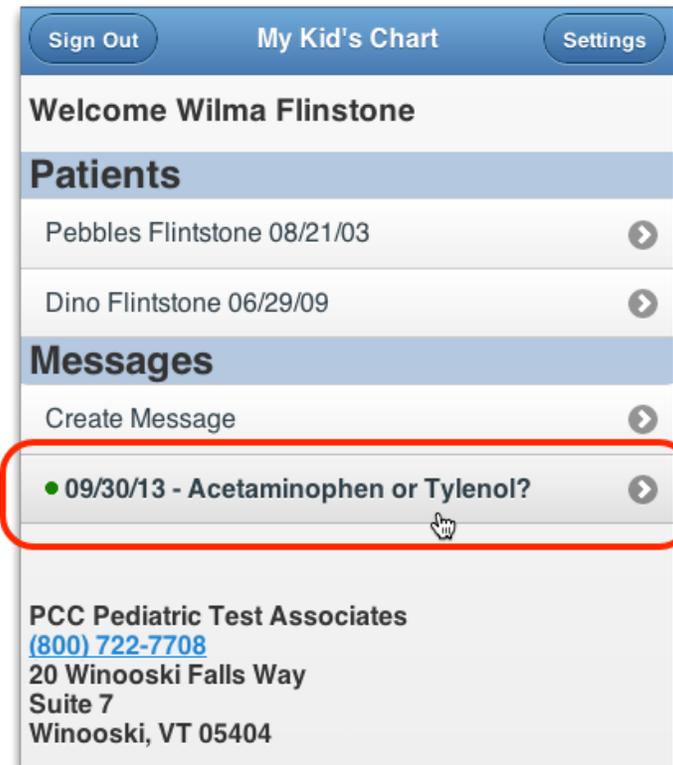
**Add to a Message:** After writing your message, you can add more information to it. Just open the message, add additional text, and click Send again.

## Read and Respond to Messages

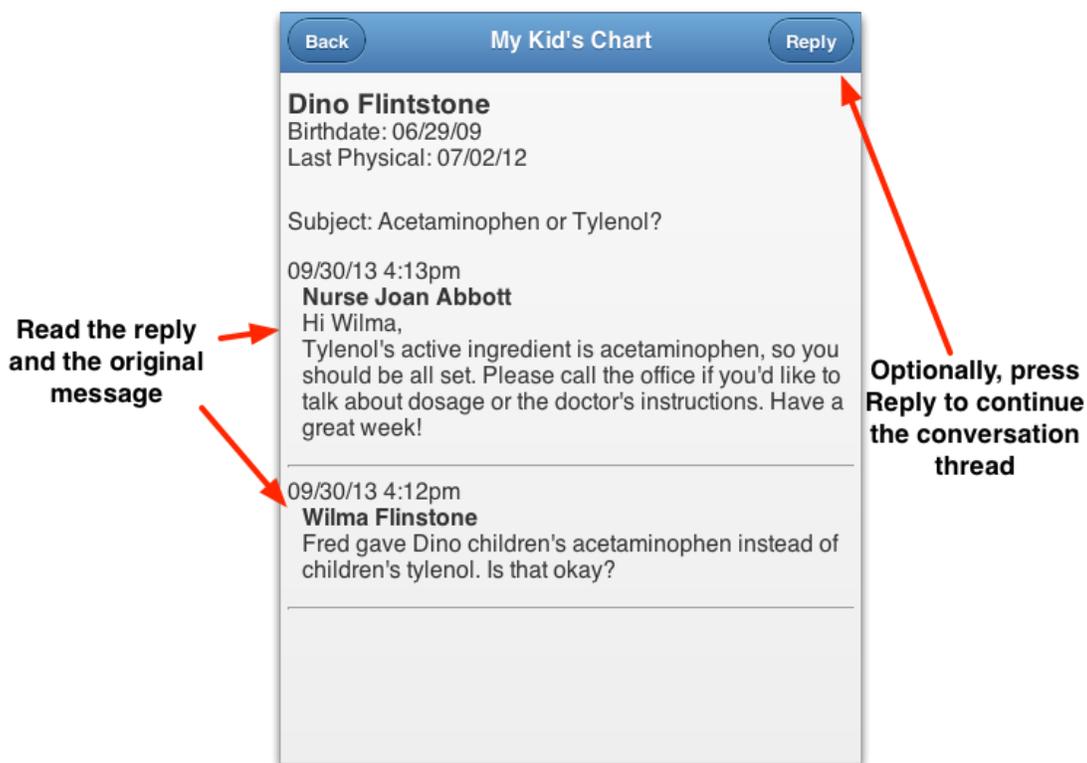
If a physician or other staff member sends you a message, or replies to your message, My Kid's Chart will send you an e-mail telling you that a message is waiting.



Log in to your account to view your messages.



The most recent messages appear at the top. Unread messages have a green indicator. Select a message to read it.



If the message is a reply to another message, you can review the reply as well as the previous messages in the thread. You can press Reply and type a response to continue the conversation.

**Messages are Private:** Your conversation is not stored in any e-mail account. Your messages can not be read by any other My Kid's Chart user, even those who have access to the same patient's records.

## Personal Balance & Online Bill Pay

You can see if you have any outstanding charges at your pediatric practice, and can even make a payment through the portal, in the Personal Balance section.

**These Features May Not Be Turned On:** You may not see a Personal Balance section, and/or be able to pay your bill online, if your pediatric practice chooses not to use either of these features. Contact your pediatric practice if you have questions about this feature.

# Review Your Personal Balance

Sign Out My Kid's Chart Settings

Welcome Fred Flintstone

**Patients**

- Dino Flintstone 04/10/13
- Pebbles Flintstone 06/01/07

**Upcoming Appointments**

- Wed 06/21/17 4:05pm Pebbles
- Mon 08/28/17 1:22pm Pebbles

**Messages**

- Create Message

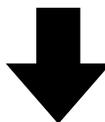
**Personal Balance** as of 06/21/17

Fred Flintstone	Balance: \$30.00
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**Contact Us**

PCC Pediatric Test Associates  
(800) 722-7708

Click to see balance details



**Personal Balance** as of 06/21/17

Fred Flintstone Balance: \$30.00

Dino Flintstone (Dr. Davidson, Main)  
**01/26/17 OV Expanded Focus**

Total Charge	\$ 79.00
Payments/Adjustments	-\$ 0.00
Pending Insurance	-\$ 64.00
<b>Personal Balance</b>	<b>\$ 15.00</b>

Pebbles Flintstone (Dr. Davidson, Main)  
**01/26/17 OV Expanded Focus**

Total Charge	\$ 79.00
Payments/Adjustments	-\$ 0.00
Pending Insurance	-\$ 64.00
<b>Personal Balance</b>	<b>\$ 15.00</b>

**Total Personal Balance \$ 30.00**

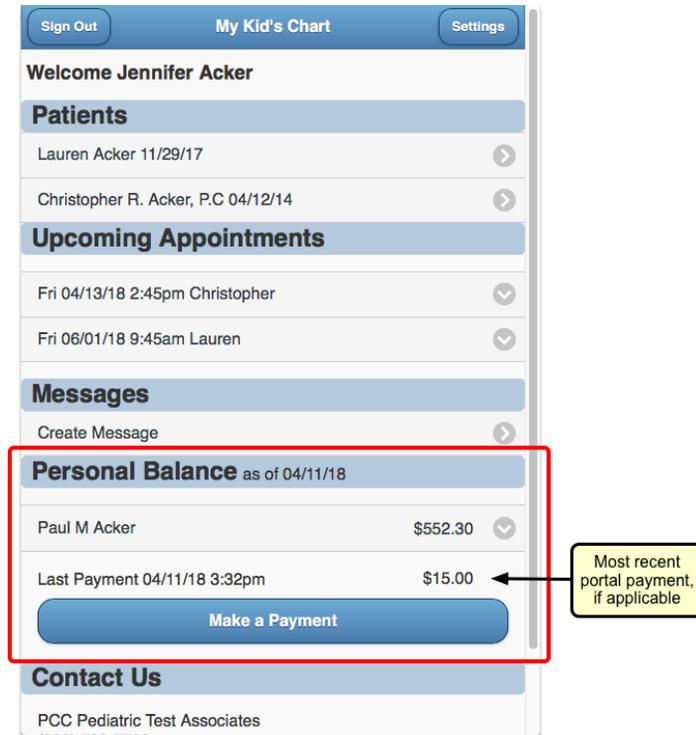
This is not a bill and may not reflect the entire account balance.

All outstanding charges will be displayed by visit date, and by patient.

**What charges will show up?:** The information shown in the portal is not necessarily reflective of all charges for the billing account. Charges will only be included if there is an unpaid balance on the visit. Pending insurance will be displayed if there is also a personal amount due. Credit balances will not be displayed. Portal users will not see any data for patients who are not connected to their portal account, or who have privacy enabled.

# Make a Payment Through the Portal

If your pediatric practice is using this feature, and if a billing account is linked to your portal account, you will see a “Make a Payment” button beneath your personal balance information.



If you have used the mobile payment option previously, you will also see a “Last Payment” listed above the button. Only the most recent portal payment will be shown.

When you press the “Make a Payment” button, one of two different Payment screens will open.

If you have not previously saved credit card information, the portal will prompt you to enter your basic credit card information, billing address, and e-mail address.

Home My Kid's Chart

**PCC Pediatric Test Associates**  
(800) 722-1082

Payment Info

Amount  Defaults to current balance but may be changed to any amount

Credit Card Number

CVV2  ?

Expiration Date

Save this card for future payments. Credit card data is never stored on PCC servers. Saved cards are hosted by our PCI-compliant partner, BluePay

Billing Contact Info

First Name

Last Name

Billing Address 1

Billing Address 2

City

State

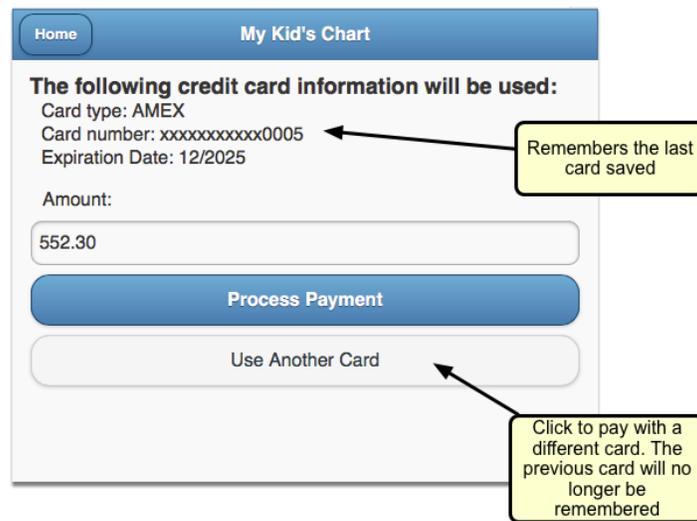
Zip Code

Phone

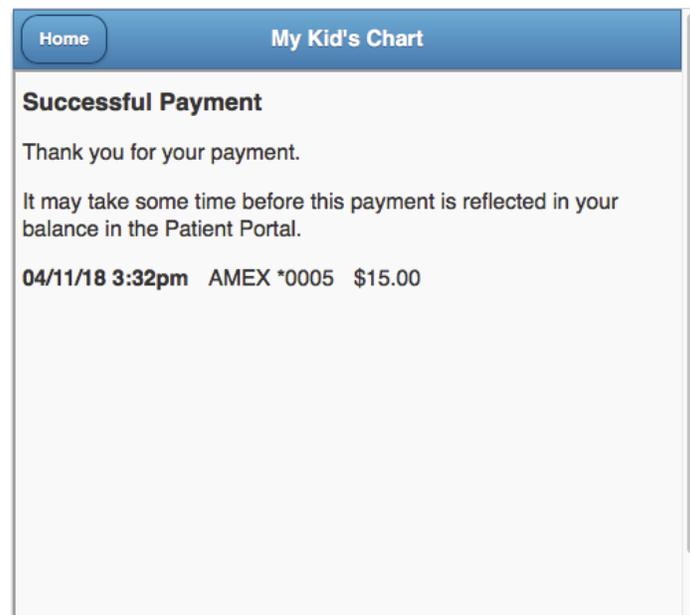
Email  

 BluePay Secure Payment Processing

Alternatively, if you have previously made a mobile payment and opted to save your credit card, the credit card information will pre-populate. You can always select a different payment method if you wish. Only the most recent credit card used can be stored.



After the payment is made, you will immediately see the result of the transaction. The date and time of payment will appear, and whether the payment was successful or not.



The balance in the patient portal will not be adjusted until the practice posts the payment to their billing system.

The BluePay service will send receipts to the email address that you entered on the payment screen.

From: BluePay <bluepay@bluepay.com>  
To: "Jennifer Acker" <jen\_acker@pcc.com>  
Sent: Wednesday, April 11, 2018 3:33:38 PM  
Subject: Your Receipt from PCC Pediatric Test Associates

Thank you for your Approved transaction with PCC Pediatric Test Associates.

It may take some time before this payment is reflected in your balance in the Patient Portal.

Transaction Type: SALE  
Status: Approved  
Amount: 15.00  
Account PCC#: 1691  
Account Holder: Paul Acker  
Billing Address: 1 Cloverdale Ln, Burlington, VT 05401  
Phone: 18028468177  
Email: jen\_acker@pcc.com  
Account: xxxxxxxxxxxx0005  
Account Type: AMEX  
Transaction ID: 100551338939  
AVS/CVV2: 1/\_\_\_

---  
Powered by BluePay  
www.bluepay.com

## Download Visit Summaries

You can use My Kid's Chart to download a visit summary for any encounter.

First, select the visit.

The screenshot shows the 'My Kid's Chart' interface. At the top, there are buttons for 'Sign Out', 'My Kid's Chart', and 'Settings'. Below this is a 'Welcome Wilma Flintstone' message. The main content is divided into sections: 'Patients', 'Upcoming Appointments', 'Messages', and 'Contact Us'. In the 'Patients' section, there are two entries: 'Dino Flintstone 07/03/13' and 'Pebbles Flintstone 08/23/05'. The 'Pebbles Flintstone 08/23/05' entry is highlighted with a red box and a mouse cursor is pointing at it. Below this is the 'Upcoming Appointments' section with one entry: 'Sat 11/21/15 12:22pm Pebbles'. The 'Messages' section has a 'Create Message' button. The 'Contact Us' section provides the address and phone number for PCC Pediatric Test Associates.



**Visits**

- 11/21/15 - Sick - Bright Futures
- 09/14/15 - Sick - Bright Futures
- 04/21/15 - Sick Demo
- 08/31/14 - 9-10 Yr Well - Bright Futures**
- 07/05/14 - Imms Only
- 08/26/13 - 9-10 Yr Well - Bright Futures

More

**Care Plan**

At the bottom of the visit, you have options for exporting the information.

**Diagnoses**

Well child visit

**Vitals**

**Weight**  
63 lbs (28.576 kg)  
46<sup>th</sup> percentile (CDC)

**Height**  
50 in (127.00 cm)  
16<sup>th</sup> percentile (CDC)

**BMI**  
17.7 kg/m<sup>2</sup>  
72<sup>nd</sup> percentile (CDC)

**Export Visit Summary**

- Download PDF 
- Download C-CDA
- Send Direct Secure Email



**Direct Secure Email**  
Send a patient's Visit Summary to a doctor or practice's Direct Secure Email Address. This is not regular email.

To

test@test.directmessage.com

Subject

Visit Summary Attached

Message

Attached is a Visit Summary for Pebbles Flintstone on August 31, 2014 at Main - PCC Pediatrics.

Wilma Flintstone  
ilovefred@gmail.com  
800-722-1082

Attached Document

Visit Summary (C-CDA)

Visit Summary (PDF)

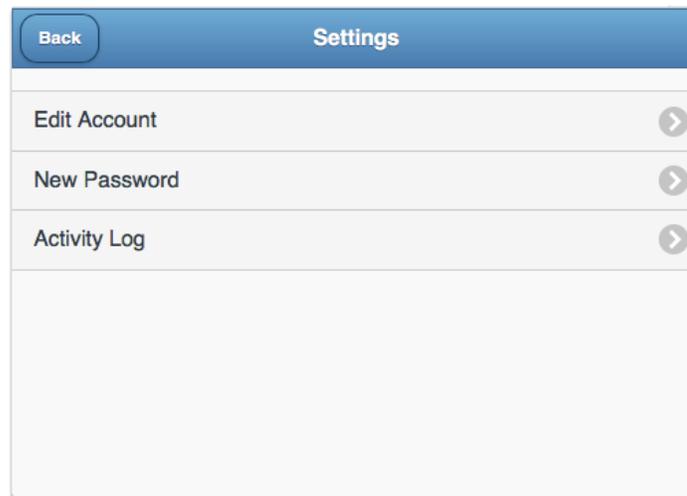
Send

- **Download PDF:** You can download a visit summary as a PDF.
- **Download C-CDA:** C-CDA is a data format that allows for easy and accurate sharing of medical data between electronic systems. If you need to share your child's visit summary with a specialist, for example, you may be able to use this option to transfer information with them electronically.
- **Send Direct Secure Email:** If your pediatrician's office has activated this feature, you can use Direct Secure Messaging (DSM) to send a visit history directly to other physicians and medical professionals with a DSM address. You can only use the Direct Secure Message option if both your pediatrician and your desired recipient have activated Direct Secure Messaging. The recipient must supply you with their Direct Secure Messaging address. A normal e-mail address will not work!

## Account Settings and Activity Log

Use the Patient Portal Settings to make changes to your basic demographic information, reset your password, or view a history of portal activity related to your account or the patients you are connected to.

Click on the “Settings” button to access your account settings.



## Edit Account

Click “Edit Account” to make changes to your name, email address, or phone number.

[Back](#) **Edit Account**

Email Address

First Name

Last Name

Phone

**Save**

Click "Save" to confirm your changes.

## New Password

Click "New Password" to change your password.

[Back](#) **New Password**

Enter New Password

Confirm New Password  
 

**Save**

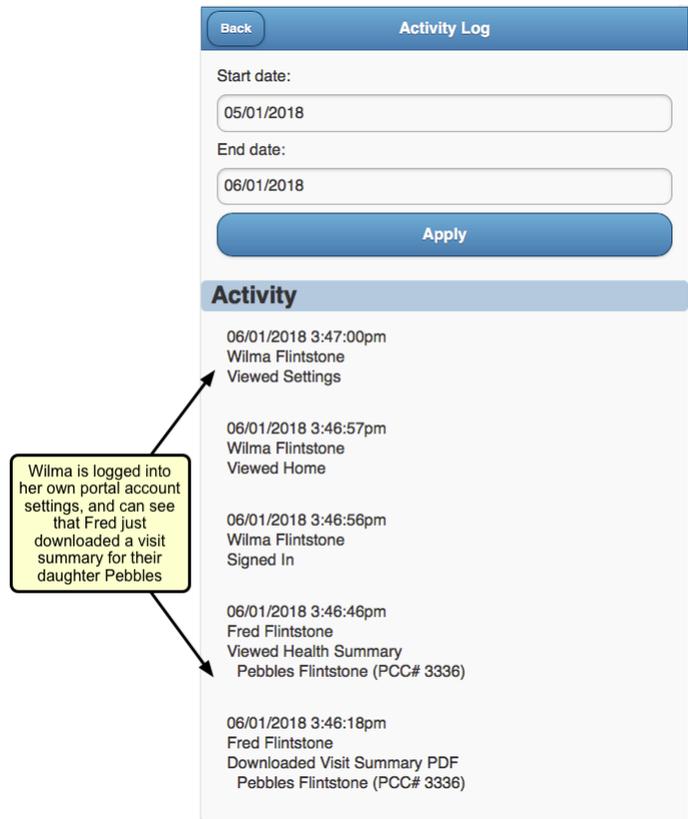
Passwords must be between 6 and 30 characters in length.

Click "Save" to set the new password.

# Activity Log

If you want to see a history of patient portal activity related to any patients you are connected to in the portal, click “Activity Log”.

The Activity Log shows all activity for your own login, as well as for any other portal user who has accessed one of the patient records that you are connected to. For example, if two parents both have portal accounts related to their child, and one parent downloads a visit summary, makes a payment, or uploads an image, the other parent will be able to see the date and time they did so.



The activity date range defaults to the most recent month, but you can review any date range you wish, by clicking in the date field and using the calendar function to select a new date, and then clicking “Apply”.

Back Activity Log

Start date:  
11/01/2017

← August 2017 →

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Fred Flintstone  
Viewed Activity Log

06/01/2018 5:02:56pm  
Fred Flintstone  
Viewed Settings

The activity shown in the log is only for actions made in the portal.