Comprehensive Childcare Associates
www.ccapeds.com

Thank you for your interest in viewing your child's health records through our secure Patient Portal.

Our Patient Portal provides convenient 24-7 access from the comfort and privacy of your home or office. You can view your child's appointment history, send messages to our office, view and complete forms prior to your visit, view clinical summaries of your child's office visit and more.

Due to HIPAA security requirements each child must be registered individually and must have a unique functional email address.

Visit our website   www.ccapeds.com   and click on the Patient Portal Link

The information you will need to **Register** _____
<center>**Childs Name**</center>

- ## Authentication Code _____
<center>**(each child has their own unique code)**</center>

 To obtain the required Authentication Code for your child, please contact our office during normal business hours by calling 941 955-5191 extension **101.** Leave a message with a telephone number where you can be reached, the child's name and date of birth. Your call will be returned, as soon as, possible. This information may also be obtained at your next visit to our office.

- Patient First Name
- Patient Last Name
- Date of Birth
- Zip Code
- Home Phone Number or
- Last 4 digits of their Social Security Number
- Username
- Email **(a separate and functional unique email is required for each child)**
- Password
- Password Question and Answer
- Agree to the Practice Policy
- Enter Security Characters
- Click on Register

When your registration is successful, you will be prompted to enter the Username and Password you created to enter the Patient Portal, which will bring you to the Home Page.

To complete the Authentication Process click on Messages located on the left side of the page and then New. Enter the Authentication Code listed above and click Submit.

Note If you do not have a unique email address per child, you can create additional email accounts through your current internet email provider, such as, Verizon, Comcast, Bright House, Google, Yahoo, etc.