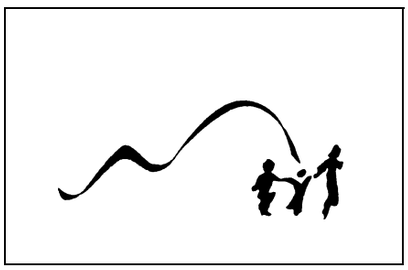

ACCESSING YOUR MEDICAL INFORMATION ON-LINE

To access your medical information, navigate to the Web page listed below and then enter your assigned user name and password.

Web page you access: www.chatugefp.org

Then go to the left hand side of the page and click on Patient Portal

Your user name: first initial of first name, first initial of middle name and entire last name

Example: John E Smith would be jesmith

Your password: cfp@birthyear

Example: if you were born in 1954 your password upon initial login would be cfp@1954

To log in:

1. Go to the Web page listed above.
2. In the Username field, type your user name. (case sensitive)
3. In the Password field, type your password. (case sensitive)
4. Once your logged in you will be asked to change your password.
5. Follow the directions and SAVE YOUR NEW PASSWORD.
   Your new password must have 6-16 characters, including one letter, one number, and one special character ($@#!). Example: cfp#1234
6. Click the Login button. The patient chart page appears.

To view your chart information once you log in:

- On the left sidebar menu, click the item you want to view. The information appears in the center of the page.

Logging out and exiting

- You should always log out of your online chart when exiting, especially if you are using a shared or public computer.

To log out:

- Click the Logout link that appears at the top left side of the page. The login screen will appear, verifying that you logged out successfully.

Messaging:

- This is available to you to handle simple problems or questions you may have.
- We may contact you for medical care related issues via this method. If you get an email titles “New Message from Chatuge Family Practice” go to the website above and log into WEBVIEW.

TIP: If you don’t find an expected email from us check your SPAM and JUNK folder.

Pharmacy Refills:

- As a reminder, please contact your pharmacy for any refills or refill questions. The pharmacist will contact us via fax, phone or internet.

Just a Couple of Reminders:

- We hope you find this service helps you and your loved ones to better health. But, please keep the web address, your username and password secure for your privacy.
- **Don’t use WEBVIEW for emergencies (call 911).** We don’t actively monitor this service and response times can be up to 72 hours. Please consider this when using this web portal.