



**CORNERSTONE
WELLNESS.MD**

Available Through Physicians Only

INSTRUCTIONS FOR NAVIGATING NEW PATIENT PORTAL

1. **Install device.** This is a brand new platform and device must be installed even if you were using it on previous site.
2. **Print new Patient Instructions** See “My Account” under “Forms”. Give copy to all patients.
3. **Website link** <https://portal.cornerstonewellnessmd.com> if IT needs to authorize
4. **Add New Patients** First and Last name can be in same space for username. You must add email to all patients. This will allow them to control password ahead. If patient does not have email use their name followed by @example.com
5. **Edit Button** Email and Passwords can be updated.
6. **Search** can be done by either first or last name
7. **Passwords** All existing patient usernames will be loaded into system. Each is assigned a temporary password which is their username followed by 123. Example If user is JDoe101085 then the temporary password is JDoe101085**123**. For HIPAA compliance all passwords must contain an upper and lower case letter and numbers. An easy method would be to make password a combination of First name initial Upper, last name initial lower followed by six digit DOB **Example. Jane Smith DOB 101085 would be Js101085**
8. **Take a Reading**
9. **Review Patient dashboard**
10. **Select a method for logging food**
11. **Sign up for 12 week education program.** When they go home, they need to opt in to activate this feature. The series of education can be seen under patient tab called Video Blogs.
12. **Show them the Patient tab at site to review OVERVIEW and EXERCISE once home**
13. **Give Instruction Sheet for patient when they go home.**

SUPPORT Contact Cornerstone Wellness via Tech Support feature or call 800-230-9052 for help