5. If the medication does not appear on this list, please send a message to your provider's office using the "Send a message" tab, in the blue box.

Manage your appointments:

- Schedule, change or cancel your next appointment, as well as receive appointment reminders.
- View details of your past and upcoming appointments.

To schedule or request an appointment:

1. From the home page, under Quick Links, click on the icon that is labeled "Schedule an Appointment."

2. Select the reason for your appointment request from the options provided under "Direct Schedule" or the general "Request an Appointment"

3. Choose the location for your appointment. Click "Continue."

4. Choose the provider with whom you want to schedule an appointment and click "Continue."

---

5. Choose an appointment from the given dates and times by selecting the white circle to the left of the appointment and click "continue".

6. Review appointment information and click Make Appointment" to schedule your appointment.

7. Your appointment request will be forwarded to your provider's office for confirmation of date/time of visit. You may be contacted via MyAspirus or by phone if any changes are needed.

Communication Request

You may receive a request to complete a form such as your health history information or a questionnaire from your provider team. Save time at your office visit by completing the requested information prior to your scheduled appointment.

To access the questionnaire:

1. From home page, under Quick Links, click on the "Access Questionnaires" icon.

2. Provide the requested information.

3. Select "Accept" to submit the information.

<div style="background:#1a3a5c;color:white;">

For technical assistance with MyAspirus, please call 888.692.7740 or visit myaspirus.org

</div>

ASP-103 (09-19-17)

MyAspirus
Navigation Guide

ASPIRUS™
Passion for excellence.
Compassion for people.

Welcome to MyAspirus!

MyAspirus gives you direct online access to portions of your electronic medical record where your Aspirus health care provider stores your health information. Your lab results, appointment information, prescription medications, immunizations, and more are all securely stored in this electronic record for quick retrieval.

MyAspirus provides new, convenient methods of communication with your provider's office. Renew prescriptions, send non-emergent messages, and schedule appointments – all online!

View your medical information online:

- Review your medications, immunizations, allergies and medical history.
- Review health education topics and discharge instructions given by your provider.
- View test results – no waiting for a phone call or letter.

To view information:

1. Hover over "My Medical Record" on tool bar on the top of your screen.
2. Click on any of the provided topics you wish to review.

Stay in touch with your provider:

Communicating with your provider's office is as simple as sending an email, but even more secure.

Please remember: this is only appropriate for non-emergency communication. For immediate medical needs, please call your provider's office directly, go to the nearest walk-in or emergency department, or call 9-1-1 as needed.

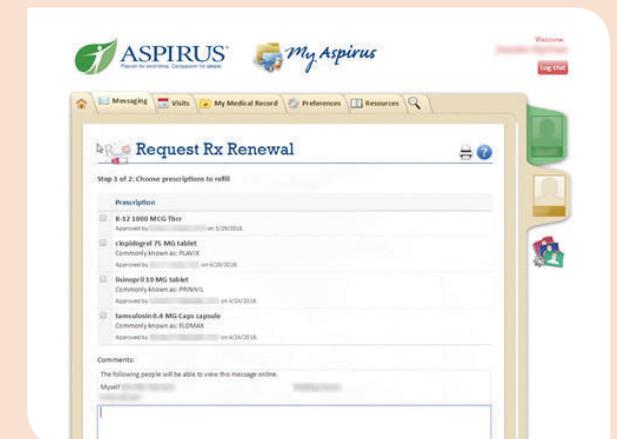### To send a message to your provider's office:

1. From the home page under Quick Links, click on the icon labeled "Send a message to your doctor's office."

2. Click on the down arrow to select the provider to whom you wish to send a message in the "to office of" field.

3. Click on the Subject and choose the category that best describes your question.

4. Type your message into the text box and click "send."
   Please remember that anything you send to your provider will become part of your legal medical record.

5. Check your MyAspirus account for the response.

Request renewals of your medications:

To request a prescription renewal:

1. From the home page, under Quick Links, click on the icon labeled "Refill your Medications" and your current list of medications will appear.

2. Click the white box next to the medication you would like to have refilled.

3. Once you have selected your medication, you can also add a message in the box where you see a picture of the provider.

4. Click on "Continue" to finalize the request.