

PersonalMD

Your Lifeline Online



WELCOME TO PERSONALMD!

an Executive Health Exams International Exclusive!

As you have requested, we have established an Online Personal Medical Record for you that contains your EHE Medical Report, EKG, and laboratory results. Please use this tutorial to learn how to access and edit your record. If you need additional help navigating and entering information into your Personal Medical Record after completing this tutorial, please contact us via e-mail at Help@PersonalMD.com or phone at (212) 332-7450.

As an introduction, please note that the use of your EHE Online Personal Medical Record requires four pieces of information:

1. User Name (printed on the front of your Membership Card)
2. Password (is selected by you and is not printed on your card (see instructions below for selecting and changing your Password)
3. PIN (printed on the front of your Membership Card)
4. FAX ID (printed on the front of your Membership Card)

Important Instructions for New Members!

1. Go to www.ExecutiveHealthExams.com
2. Select "Patient Member Login"
3. You will be redirected to PersonalMD
4. Go to "Member Login"
5. User Name
6. Enter Password (temporary Password is your PIN # located on the front of the PersonalMD Membership Card issued with your Executive Health Exams' medical report).
7. Go to "Manage Account"
8. Go to "Security"
9. Follow instructions to create a new Password
10. Click "Save"
11. Continue with Record review by clicking on "My Health Manager."

ENTERING DATA INTO YOUR MEDICAL RECORD

Executive Health Exams has entered your basic demographic data as well as the Medical Report, EKG, and Laboratory Results that were generated at your last comprehensive physical examination into your PersonalMD Medical Record (PMD MR). Completion and maintenance of your PMD MR, however, are your responsibility. You are in total control of the nature and extent of the medical information contained within your PMD MR.

Highlighted below are features of your PersonalMD Medical Record. Beneath each highlighted section title you will find instructions on how to complete that part of your record.

To access your PMD MR, do the following (if you have already logged on to your record, skip these steps):

1. Go to www.ExecutiveHealthExams.com
2. Select "Patient Member Login"
3. You will be redirected to PersonalMD
4. Go to "Member Login"
5. User Name
6. Enter Password (temporary Password is your PIN # located on the front of the PersonalMD Membership Card issued with your Executive Health Exams' medical report).
7. Go to "Enter Medical Records"

You are now in the "Member Information" section of your Medical Record.

Your PersonalMD Medical Record is organized like a file folder. Clicking on each file folder Tab at the top of the record will take you to the following sections of your Medical Record.

Member Information

Verify all of the information that appears in the "Member Information" screen. If any of your personal data is incorrect, please call the EHE (212) 332-7450.

Complete the data fields in the "Member Information" screen. Type in any additional phone numbers, your e-mail address, and the names and phone numbers of your primary health care providers (please list those clinicians who would care for you in the event of any emergency). Please note that your e-mail address is required in order to retrieve your password should you lose it. In addition, type in your health insurance information and, if you wish, your blood type and organ donation status. When you have completed entering this information, click "SAVE" at the bottom of the screen to save the information to your Medical Record.

Next, click on the "Emergency Contacts" tab, which you will see on the left side of the "Member Information" page. Enter the names and contact information of those people (personal contacts) whom you'd like contacted in the event of an emergency. A health care provider accessing your Emergency Record will be able to view your Emergency Contacts. Click on "SAVE" at the bottom of the screen to save your Emergency Contacts.

EHE Report (for those members who had an EHE Physical Exam)

This section of your PMD Medical Record houses the EHE Medical Report, laboratory studies, and EKG that were generated at your last EHE physical examination. You can view these documents by clicking on the document's appropriate name: "EHE Report", "Lab Results", and "EKG." Please note that after you open each of these documents, you may use the orientation, page flip, and screen view size commands on the open window's top menu bar to change the size, orientation, and page of the document that you are viewing.

Medical Information

In this section, you will see the following tabs located on the left side of the screen:

1. "Vital Signs": Your height, weight, and blood pressure as measured at your EHE exam have already been entered. You may store additional readings by clicking on the "ADD" button and entering data in the provided fields.
2. "Current Health": You may add general health information in the provided fields and click on the "SAVE" button to store this information in your Medical Record.
3. "Allergies and Drug Sensitivities": Please type in any known drug, food, or environmental allergies and click on "SAVE" to store in your Medical Record.
4. "Medications": You may add the names and dosages of any medications that you are taking by clicking on "ADD" and entering your medication's name and dosage in the spaces provided. After entering new medications, click on "SAVE" to store them in your Medical Record. Please note that your medication list should be constantly updated in order to reflect your true health status.
5. "Lab Tests": The results of the laboratory studies performed at your EHE examination are stored in a file entitled "Lab Results" in the "EHE Report" section of your Medical Record. You may add the results of additional laboratory studies by clicking on "ADD" here and typing lab test information in the spaces provided.
6. "Doctor Visits": By clicking on "Add Visit," you may add the details of any other medical appointments and save them in your PMD Medical Record by clicking on "SAVE" at the bottom of the screen. If you want this information to appear in your Emergency File, indicate this by clicking on the "ER" box at the bottom the screen.
7. "Family History": Because many conditions tend to run in families, knowing the medical history of your family members is a potentially important part of your own Medical Record. Indicate a history of certain medical conditions in members of your family by clicking on the appropriate boxes beside the listed conditions and clicking "SAVE" at the bottom of the page.
8. "Immunizations": Store the dates that you received important immunization series in your Personal Medical Record by entering vaccination dates in this section and clicking on "SAVE."
9. "Medical Devices": If you rely on any medical devices to manage your health (for example, eyeglasses or a pacemaker), you may store device information in this section by entering appropriate information and clicking "SAVE."

Medical History

In this section of your PMD MR, you may indicate a personal history of certain key health conditions. Clicking on a gray tab will prompt you to answer a number of important questions about that condition with which you have been diagnosed; you may store this information in your Medical Record by clicking "SAVE." You may also add and remove medical conditions to your Medical Record by clicking on the gray "ADD/REMOVE" button, also located on the left hand side of the screen. Please note that it is your responsibility to add any additional information needed to ensure that your PersonalMD Medical Record reflects your true health status.

E-file

E-file allows you to store and retrieve, from any where at any time, paper based medical information such as mammogram and x-ray reports, prescriptions, hand written notes. These reports are among the most valuable tools an emergency room physician can receive about an incoming patient with previous medical conditions. Even if you have never had any major problems in the past, you can benefit greatly by having paper records/documents such as advanced directives (living wills) stored in your E-File folder.

Request copies of your medical records from your doctor's office, or you ask your physician's staff to fax in the records for you. Simply select which vital medical documents you would like to keep as part your E-File and fax them into your own Medical Record. The next time you go into your file to manage your medical records, click on the E-file tab on the "My Medical Records" page. You will find your documents in the FAX INBOX.

Select those files you believe may be useful in an emergency situation and move them into the Emergency Folder. These files are now part of the documents that will be retrieved by emergency department physicians in case of emergency. Remember, you must move faxed-in documents into your Emergency Folder in order for them to be available as part of the Emergency Record that is downloaded by your physician. Instructions for faxing documents into your E-file can be found in the following section.

Emergency Record

This section displays your Medical Record as it will be seen by authorized physicians who access your file via the Internet or fax. Records in this section cannot be altered. To make changes to your account, you must log in using your Password and go to the appropriate tab.

Customizing Your Personal Home Page

Your Home Page is the first screen that you will see each time you access your PersonalMD Medical Record. Your Home Page will include news, headlines, feature stories, tips and health facts about each of the medical and health subject areas that you designate. To choose which features you'd like to appear on your Home Page, you must have successfully logged on to your Health Manager at least one time. After you have done so, follow these steps to customize your Home Page:

1. Click on the "More Personalization" link located in the black navigation bar at the top of the screen. Clicking on the following links in the top black navigation bar will allow you to make selections regarding the following features:
 - a. *Content:* Your Home Page will include news, headlines, feature stories, tips and health facts, as well as an opinion poll utilized throughout the system.
 - b. *Layout:* You may reorder this information based on your personal preferences. For example, many people would like to see Today's Headlines at the top of their home page, while others may prefer to see Health Facts first.
 - c. *Colors:* Many people prefer to view their medical information in soothing tones, while others like to use bright colors as a "wake up" call. You can choose the colors in which you'd like to view the background, menu bar, text, links and opinion poll.

Fax Feature of PersonalMD - a PMD exclusive!

Faxing Documents **into** Your Medical Record

With your PersonalMD Membership Card:

1. Load fax machine with documents to be faxed.
2. Go to a fax machine and pick up the hand set or press the speaker phone button (some fax machines have a "Hook" button or "Phone" button).
3. Dial 1-408-523-1283. You will hear a welcome message -
 - a. press 1 to confirm that you are calling from a fax machine.
4. At the prompt enter your Fax ID and PIN number (from your PersonalMD Membership Card). Upon confirmation and verification of your information, the system responds with:
 - a. "Press 1 to retrieve your medical information" or
 - b. "Press 2 to send a document."
5. Press "2" and the system will respond asking you to press the START button on your fax machine. Press the "SEND" or "START" button located on your fax machine and your documents will be faxed into your account.

To review your documents, from the Internet, log onto your PersonalMD account and go to the E-file tab on the "My Medical Records" page. You will find your documents in the FAX INBOX and may be moved to any current or new tab file. Important--you must move faxed-in documents into your Emergency Folder in order for them to be available as part of the Emergency Record.

Faxing Documents **from** Your Medical Record

1. Go to a fax machine and pick up the hand set or press the speaker phone button (some fax machines have a "Hook" button or "Phone" button).
2. Dial 1-408-523-1283. You will hear a welcome message -
 - a. press 1 to confirm that you are calling from a fax machine.
3. At the prompt enter your Fax ID and PIN number (from your PersonalMD Membership Card). Upon confirmation and verification of your information, the system responds with:
 - a. "Press 1 to retrieve your medical information" or
 - b. "Press 2 to send a document."
4. Press "1" and the system will respond asking you to press the START button on your fax machine. Press the "SEND" or "START" button located on your fax machine and your documents will be immediately faxed to this machine.

**PersonalMD is a product of Executive Health Exams International.
For more information contact:**

**Executive Health Exams International
The Leader in Physical Exams Since 1913
10 Rockefeller Plaza, 4th Floor
New York, New York 10020
212.332.3700**

*Celebrating 90 Years
of preventive health
through annual
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