

SGCMH Patient Portal

Send Secure Message

1. From the Patient Portal Home Page, click the **Messages** button.

Change Person Log Off

SGCMH my health, my home, my hospital
STE. GENEVIEVE COUNTY MEMORIAL HOSPITAL

Carol Brady

Messages Health Record Medications Appointments Billing Profile

Upcoming Appointments

Wed, Jun 25, 2014	10:00 am	BFHC Est Pt-New Prob - 15 min	Bloomsdale Family Clinic
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Recent Visits

Wed, May 28, 2014	12:49 pm	Clinical	LABORATORY
Thu, May 15, 2014	9:00 am	Office - Bloomsdale Family Clinic	Bloomsdale Family Clinic
Tue, Apr 29, 2014	9:30 am	Office - WOMENS HEALTH SERVICES (PC)	WOMENS HEALTH SERVICES (PC)

2. Click the **Send Message** button to send a new message.

SGCMH Home Log Off

Carol Brady's
Messages

The Message Inbox displays secure provider messages. Select a message to view details or click 'Send Message' to send a new message. [Learn More](#)

[View Sent Messages](#)


There are no messages for this patient.

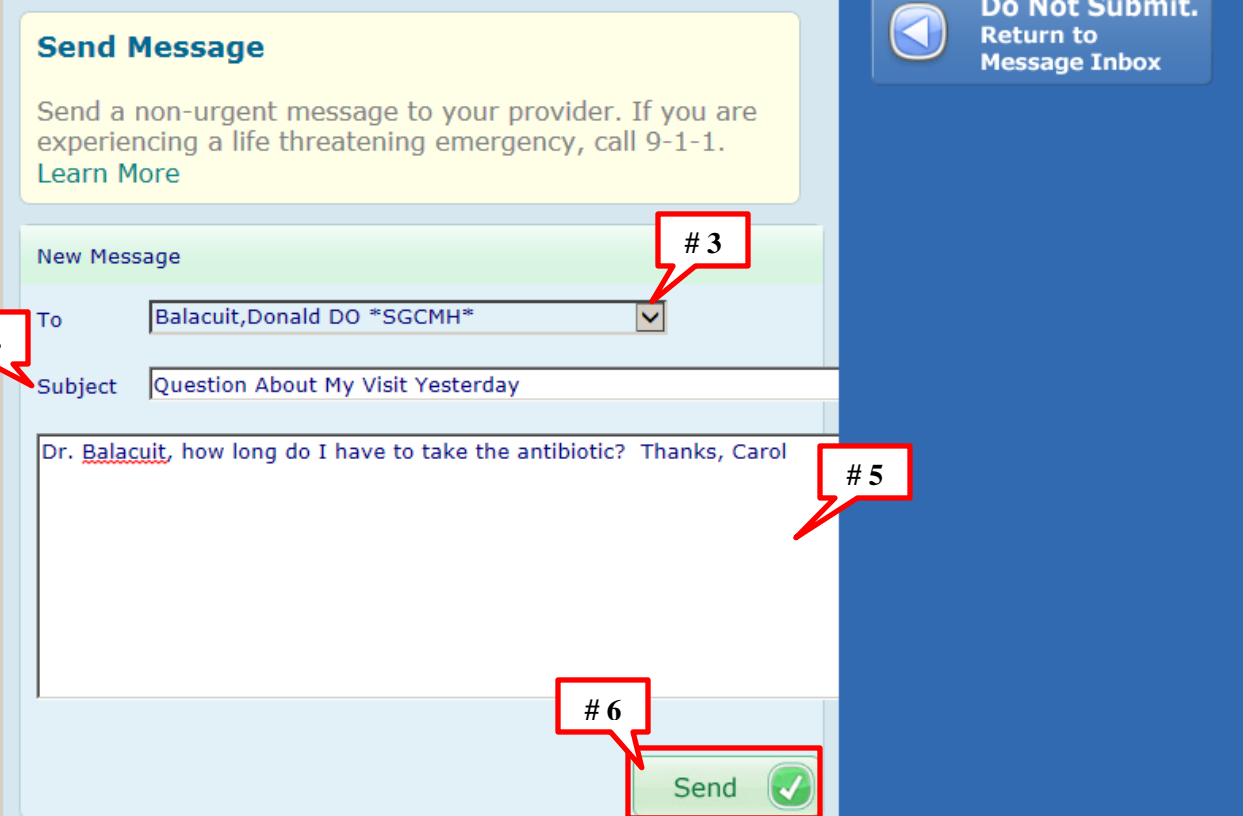
[Contact Us](#)

Send Message

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3. **To** box - click on the down arrow  to select a doctor that you have visited previously.
4. **Subject** box – type a short description of the reason for this message.
5. In the **Big White Box** – type your message to your doctor.
6. Click **Send**.



The screenshot shows the 'Send Message' interface. At the top right, there is a blue button with a left arrow and the text 'Do Not Submit. Return to Message Inbox'. Below this is a yellow box with the title 'Send Message' and the text: 'Send a non-urgent message to your provider. If you are experiencing a life threatening emergency, call 9-1-1. Learn More'. The main form area is titled 'New Message' and contains three fields: 'To' (a dropdown menu with 'Balacuit, Donald DO *SGCMH*' selected), 'Subject' (a text box with 'Question About My Visit Yesterday'), and a large text area containing the message: 'Dr. Balacuit, how long do I have to take the antibiotic? Thanks, Carol'. At the bottom right of the form is a green 'Send' button with a checkmark icon. Red callout boxes with numbers #3, #4, #5, and #6 point to the dropdown arrow, the 'To' field, the message text area, and the 'Send' button, respectively.

7. The message will now be sent to your doctor and he/she will respond to you within 24-48 business hours.

Contact the SGCMH Patient Portal Team at 573-883-7745 Monday through Friday between the hours of 8 am to 4:30 pm for any questions on how to use the Patient Portal.

Thank you!