SGCMH Patient Portal Send Secure Message

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

	SGCMH Ste. Genevieve County Memorial Hospital				
#1		JEN AM	IBTEST		
Messages	Health Record	Health Tracker	Appointments	Billing	Profile

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

			Home Log Off	
\bigcirc	JEN AMBTEST's Messages			
Call 911 i that need	f you are having a medical EMER a quick response. Please use m		Send Message	
Portal messages become part of your medical record and are reviewed by your doctor's office. Please allow up to two business days for a reply. Learn More				Print
		View Sent Messages		
From	Subject	Date/Time		

- 3. **To** box click on the down arrow $\boxed{\square}$ to select a doctor that <u>you have previously</u> <u>visited</u>.
- 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 **Add Attachment** to add a picture or document to your portal message.
- 7. Click Send.

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Send a NON-URGENT message to your provider. If you are experiencing a life threatening emergency, call 9-1-1. Please allow two business days for a reply. Learn More

	New Mes	sage	# 3
	То	Erika Leung, MD	
#4	Subject	Question about my appointment	
	Hello, I was in t Thanks, Jen	the clinic yesterday. I forgot which vitamins you told me to start.	
#6	10.00 MB • Only bm • Maximur Add Att	B remaining hp, jpeg, jpg, pdf, and png attachments allowed. m 5 attachment(s) per message. tachment Send	#7

8. The message will now be sent to your provider 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 for any questions on how to use the Patient Portal.

Thank you!