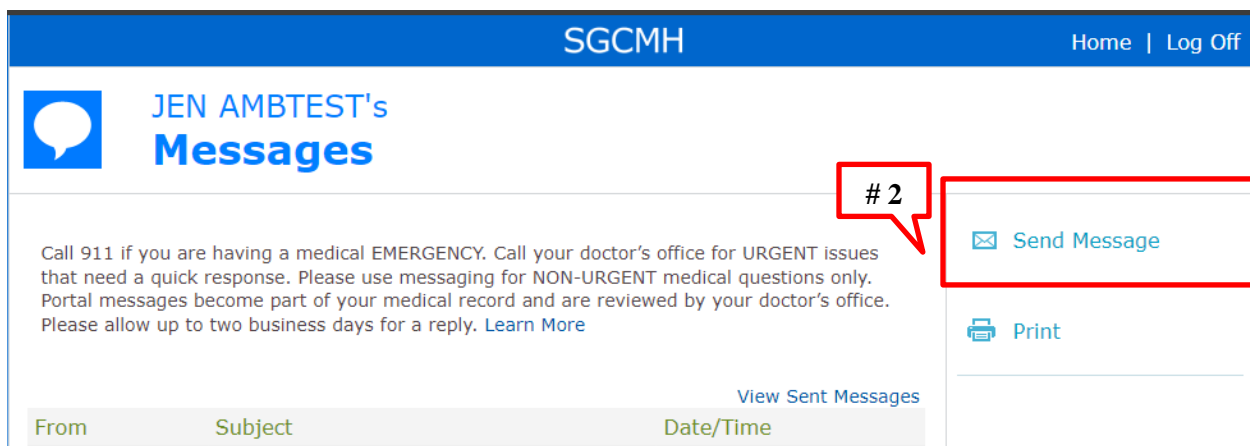# SGCMH Patient Portal
Send Secure Message

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

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

3. **To** box - click on the down arrow ⌄ to select a doctor that <u>you have previously 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.**

JEN AMBTEST's
Messages

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 Message

 # 3

To   Erika Leung, MD

 # 4

Subject   Question about my appointment

 # 5

Hello,
I was in the clinic yesterday. I forgot which vitamins you told me to start.

Thanks,
Jen

10.00 MB remaining
- Only bmp, jpeg, jpg, pdf, and png attachments allowed.
- Maximum 5 attachment(s) per message.

 # 7

 # 6

Add Attachment   **Send**

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!