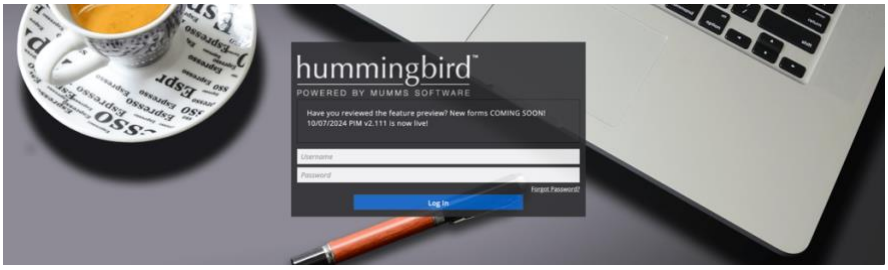
Patient Portal Access

If you are a caregiver/family member or other person that has been given the permission/authorization by the hospice agency to access a specific hospice or palliative care patient's chart via the Patient Portal, the instructions that follow will explain that process:

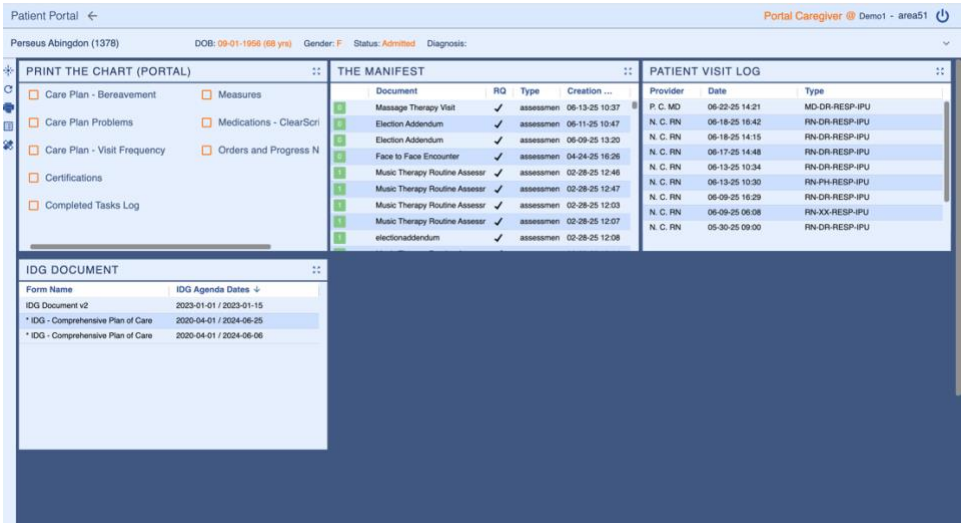
To begin the process of accessing the Patient Portal, you will first receive an email from the hospice agency. You will follow the instructions in the email to set up a password that you will use to access the Patient Portal. Once you have your password set up, you will then access the portal by going to:

Web address: hb.mumms.com

The portal will look like this:

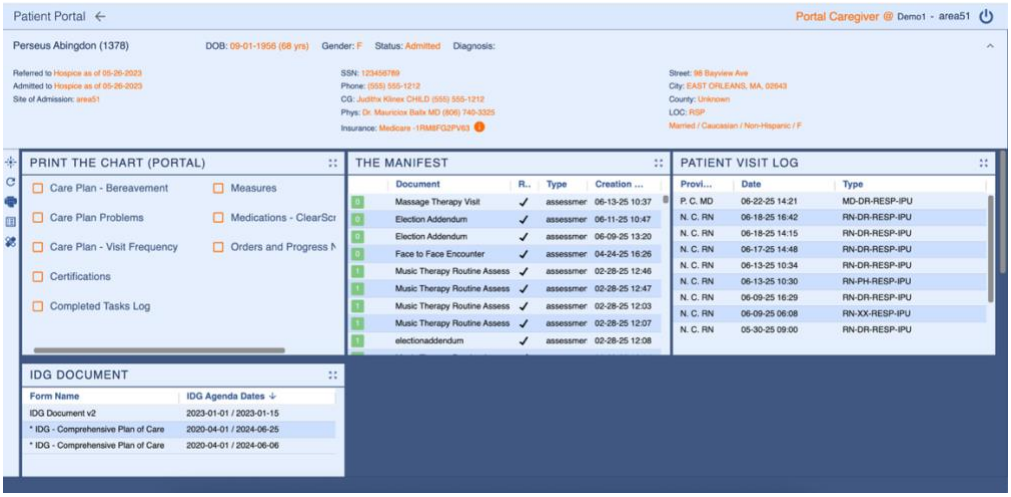


Then you will use your email and password to log into the portal and once logged in, you will arrive on the specific patient chart you have been given access to. It will look like this:



Once you are on this page, you will see the patient name on the first line. Out to the right, at the end of that line, you will see an arrow pointing down like this

When you click this icon, it expands to display more of the patient's demographic information. Clicking on that icon again will colaspse that section leaving more room on the screen for viewing the chart.



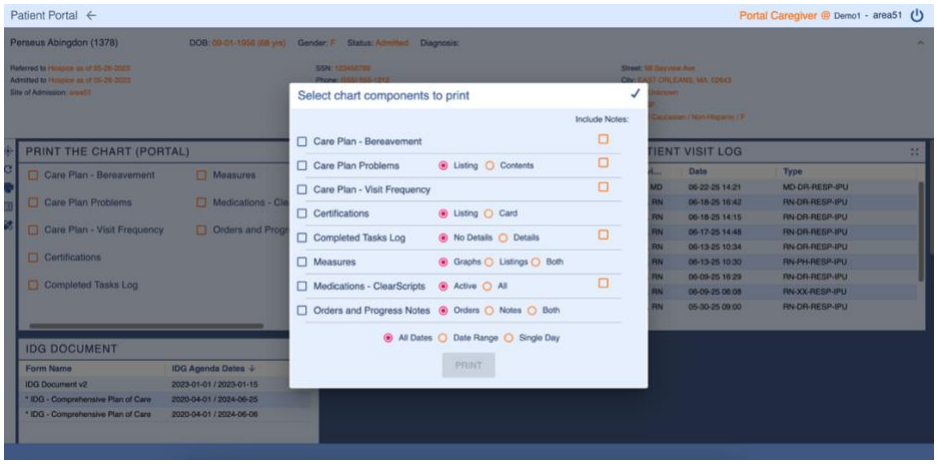
Everything displayed is read only. You will not be able to edit or delete any aspects of the chart. You will only be able to view and/or print.

The 4 large boxes are called widgets and to the right of the widget's name is an icon of 4 arrows in the top right hand corner. Clicking this icon expands the widget.

Once a widget is expanded, clicking the checkmark icon in the upper right corner will collapse it.

1. **Print the Chart (Portal) –** used to display / print various sections of the chart.

   When you expand this widget, this is what you will see:

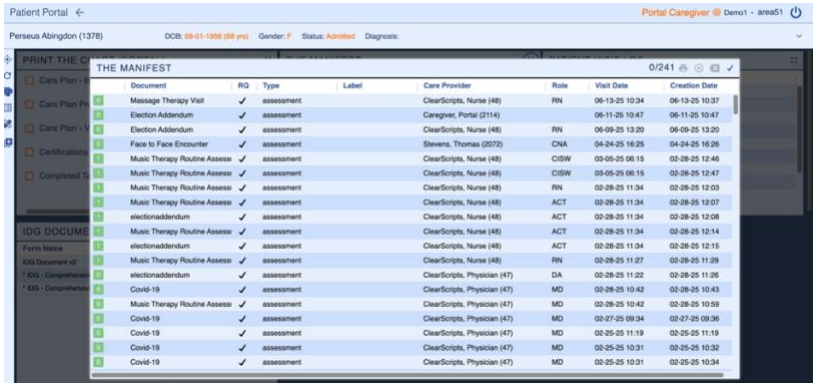


   There are addiotuonal options for displaying information in summary vs detail, and whether or not to include related notes.

   Can also choose a specific time period or the entire chart… please note, the size of the chart can impact the time it takes to print, etc.

   Once nthe Print button is clicked, the documention will open in your browser's print dialog…..

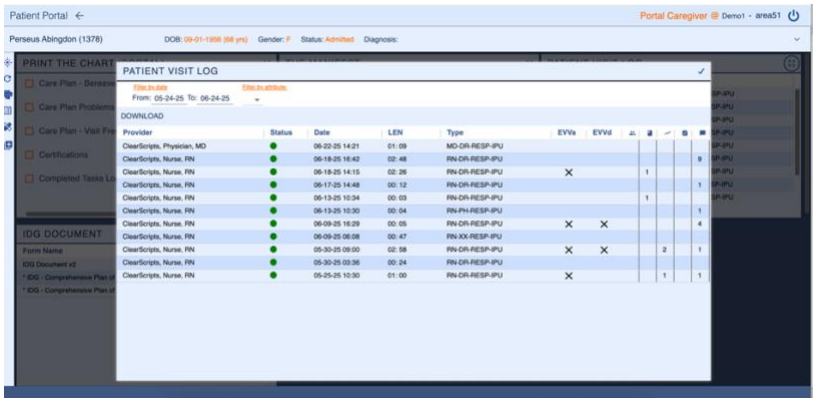
2. **The Manifest –** holds all completed forms.



Clicking on the column headers will resort the rows.

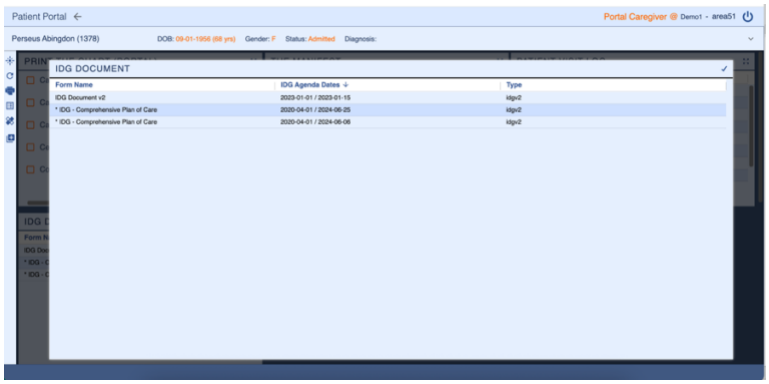
Start by clicking to highlight a row or group of rows to select the desired forms. Next click the printer icon in the upper right corner to dispkay them.

3. **Patient Visit Log** – dispays all visits made



Clicking on a row will display the documention done on that visit.

4. **IDG Document** – holds notes from each IDG meeting



Clicking a row will display that meeting's notes.

For any issues or questions please contact your hospice team representative.