

Client Access Portal 'How to' Guide

Registration and Login:

1. Open email from **Sigmund Software** with email titled "You have been registered for the patient access portal."
2. Click the "Start Registration" button (this link will expire, so complete your registration as soon as it is available, or you may need to contact your therapist to send you a new link)
3. The link will take you to a page requiring verification of your date of birth and last 4 digits of your social security number or phone number. Use the last 4 digits of your phone number that you provided us. Click verify.
4. Once you click verify, you will be asked to change your password. Follow prompts to change your password. You have successfully registered your patient access Portal!
5. You will then be brought to your login page. Your username will be your email address. When you first log in, you will need to make sure to **select database** and type **Conscious_Healing**
6. To return to your patient portal go to the webpage: **conscioushealing.sigmundemr.com** (you can bookmark this page for quick access). You can also access the login page by going to the Conscious Healing website and selecting the client portal link.

Using Patient Portal:

1. Your portal will open to the dashboard setting, showing questionnaires, forms, and treatment plans.
 - a. Questionnaires are assigned to you to complete and submit. There are many questionnaires, and your therapist may specifically select one or more for you to complete to offer the therapist additional information on your treatment needs.
 - b. Forms are assigned as part of the initiation of services but may also be assigned later in treatment. Your therapist should review the forms with you prior to signing. Once they have been reviewed you can sign them electronically.
 - c. Treatment plans are completed at the start of your treatment and goals should be based on collaboration between the patient and therapist. Review your treatment plan carefully before signing it and discuss any concerns with your therapist prior to signing it.
2. In each section, you will see a number indicating the number of questionnaires, forms, and treatment plans you have ready for you to sign. If the number says '0' then you have nothing outstanding to sign or complete. Once you have signed/completed all documents, the number will reset to '0'. If you would like to go back and read a previously signed/submitted document, you can click back into that section and it will be listed there.
3. To sign a form or treatment plan, select the document you wish to sign, make sure you read through each page carefully, then scroll to the bottom where it says signatures and select "client required." Sign as indicated and click "save signature."