

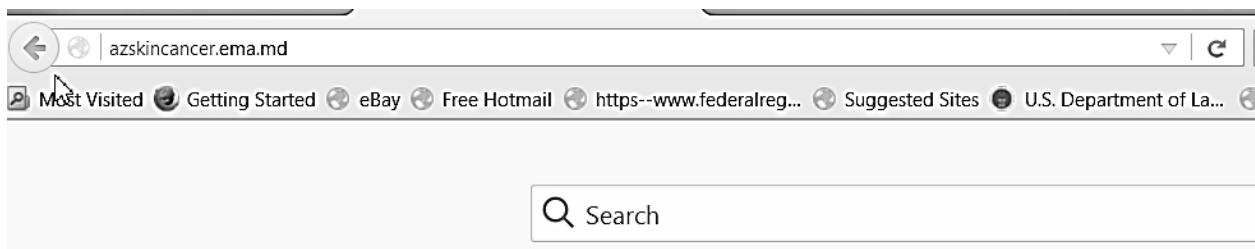
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This portal is used solely for ROUTINE matters only. All URGENT matters must be phoned in directly to the office at 520-887-3333.

Please follow the instructions below to access your online medical record.

**How do I sign up?**

- You can access your online medical record on your laptop, desktop, tablet, notebook, iPad, iPhone, iOS device or Android.
- Type the URL **azskincancer.ema.md** into the Mozilla Firefox web browser.



- If you do not currently have Mozilla Firefox on your computer, you can download it by searching Mozilla Firefox in Google and download it for free. (DO NOT USE ANY OTHER BROWSER)
- Login with the username and password listed below:

USERNAME: \_\_\_\_\_

TEMPORARY PASSWORD: **Abc1234**

- You will be prompted to reset your password the first time you log in.

**Password requirements:**

Password length in characters: 7-11  
Maximum uppercase characters: 0-5  
Maximum numeric characters: 0-5

Example password: Medical6

Once logged in, you are able to view and edit or add information **prior to your appointment**.

You will see a list of tabs on the left side of the page.

- The **Contact Information** and **Insurance** tabs allow you to review and verify the information. **YOU MUST CONTACT YOUR DOCTOR'S OFFICE DIRECTLY TO MAKE ANY CHANGES.**
- The **Pharmacy** tab allows you to enter your pharmacy information so that your doctor can electronically submit prescriptions to your pharmacy.
  1. Click on the Pharmacy Search tab.
  2. You can search for pharmacies by entering the pharmacy name, state and city. Once you click on "search", a list of pharmacies will appear. If you don't see your pharmacy, try to search by state and city only. (Your pharmacy has to be a Sure Scripts Pharmacy, so you may not be able to find a local independent pharmacy.)
  3. Once you have found the correct pharmacy, click on the pharmacy name in blue.
  4. Verify the name, address and phone number of the pharmacy. If you have selected the wrong pharmacy, click on the remove button in blue, and start your search over.
- The **Medications** tab allows you to enter all of your current medications. Please enter over-the-counter medications as well.
  1. Click on the blank field next to the drug name and start typing. Medications will auto-populate for you. Click on the correct medication and a box will appear to the right. If you know the dose of that medication, select the appropriate dose by clicking on the medication name/dose in blue. If you do not know the dose, select the text "add with unspecified dispensable." You will then see your medication listed below. You can add as many medications as needed.
  2. If you cannot find the correct medication, you can click in the box next to "other" and type in your medication.
  3. If you are not currently taking any medications, click on the "mark no medications" tab at the top of the page.
  4. If you have selected a medication in error, simply click on the blue delete button to the right of the medication you want to delete.
  5. If needed, add additional information into the blank fields next to each medication (frequency, date started).
  6. Once you are finished scroll to the bottom of the screen and select "Save and Continue".
- The **Allergies** tab allows you to enter any know drug allergies.
  1. Click on the blank field next to allergy and start typing. Allergens will auto-populate and simply click on the appropriate one. You will then see your allergy listed below.
  2. There is an "other" box for you to type in any allergy that you cannot find.
  3. If you have no known drug allergies, click on the "mark no known allergies" tab at the top of the page.
  4. If needed, you may select the type of reaction you experienced with that allergy.
  5. If you select an allergy in error, click on the blue delete button to the right of the allergy you wish to delete.
  6. Once you are finished, scroll to the bottom of the screen and select "Save and Continue".

**Please provide any pertinent additional information in blank boxes such as, dates, areas treated, conditions, etc.**

- The **Past Medical History** tab allows you to enter your medical and surgical history.
  1. Click on the box next to the medical condition that applies to you and a check mark will appear. You can select as many as you like. If you do not see your condition listed, click in the box next to "other" and type the condition in the box.
  2. If you have selected something by mistake, click on the box again and the check mark will disappear.
  3. Scroll down to enter your surgical history in the same manner.
  4. If you have no medical conditions and/or previous surgeries, click the box next to none.
  5. Once you are finished, scroll to bottom of the screen and select "Save and Continue".
  
- The **Skin Disease History** tab allows you to enter any previous skin problems.
  1. Click on the box next to the condition that applies to you. If you do not see your condition listed, click in the "other" box and type in your condition.
  2. If you have no previous skin problems, please select none.
  3. Scroll down to answer more questions regarding your skin cancer history.
  4. Once you are finished, scroll to the bottom of the screen and select "Save and Continue".
  
- The **Social History** tab allows you to document drug, alcohol and smoking history.
  1. Click on the box that applies to you. If none apply, select none.
  2. Scroll down to select your smoking status. Click on the box under "smoking status" and a drop down will appear. Click on the statement that applies to you.
  3. Once you are finished, scroll to the bottom of the screen and select "Save and Continue".
  
- The **Family History** tab (blood relatives only-list relationship to you) allows you to document a family history of skin cancer.
  
- The **Problem List** tab allows you to view any condition your doctor has diagnosed and the date you were given that diagnosis. You are not able to change any information in this tab.

When complete click SAVE.

**If you have any questions, or if you are unable to utilize the patient portal, please contact our office prior to your appointment at 520-887-3333.**