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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, smart phone, etc.
- Type the URL **azskincancer.ema.md** into the Mozilla Firefox or Google Chrome web browser.
- If you do not currently have Mozilla Firefox or Google Chrome on your computer, you can download it for free by searching for it on Google.  
(DO NOT USE ANY OTHER BROWSER – Internet Explorer or Microsoft Edge are not supported)
- Login with the username and password listed below:

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

*\*you should have been given this information, if not please ask the receptionist\**

TEMPORARY PASSWORD: **Huether123!**

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

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

- Our scheduling system is separate from the electronic medical record; therefore nothing will show for upcoming appointments. Please call the office if you need to verify your appointment.

[Click on the 'My Health' option to start entering/editing information]

- The **Contact Information** tab will only have some information available to edit or add.
  - This portion is not mandatory to do because we give you a hard copy registration sheet that is required to fill out.
- The **Insurance and Pharmacy** tab is only for entering your pharmacy. The insurance portion is only available for viewing.

Entering the **Pharmacy**:

1. Click on the 'add Surescripts pharmacy' option.
  2. You can search for pharmacies by entering the pharmacy name, state, and city.
  3. Once you click on "search", a list of pharmacies will appear. If you don't see your pharmacy, try to search by entering the phone number without putting dashes.
  4. Once you have found the correct pharmacy, click on the pharmacy name in blue. It will load as your default pharmacy.
  5. 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 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 to select from. 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 medications and dosages.
  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, etc.)
  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 known drug allergies.
    1. Click on the blank field next to allergy and start typing. Allergens will auto-populate for you to select the appropriate one. You will then see your allergy listed below once you have selected one.
    2. There is an “other allergies” box for you at the bottom 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. Please also document the reaction that you had to that allergy. If your reaction is not an option, select the other box and type it in the box provided below.
    5. If you select an allergy in error, click on the blue delete button to the far right of the allergy listed.
    6. Once you are finished, scroll to the bottom of the screen, and select “Save and Continue”.
  - 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. *\*Please provide any pertinent additional information in the blank boxes such as dates, areas treated, left or right, conditions, etc.*
    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, smoking, and social history.
    1. Smoking Habits: 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. *You do not need to enter detailed information if you select a current or former smoker.*
    2. Alcohol and Drug Use: Select ‘0’ for the first question drop down. Then select the drop down that best suits your alcohol consumption. *Then only check the recreational drug use box if it applies to you.*
    3. Driving Status: select which applies to you.
    4. Exercise Status and Caffeine Usage: select the drop-down option that applies to you.
    5. Occupation: please put in your current **OR** former occupation.
    6. Residence Status: select yes or no for the first questions and list your place of residence (city, state)
    7. Once you are finished, scroll to the bottom of the screen, and select “Save and Continue”.
  - The **Quality Measures** tab will only be available for patients 65 + older.
    1. Vaccination status: select yes or no if you have had the pneumonia vaccination.
    2. Advance Care: only select the two drop-down options. *You do not need to enter detailed information or select the boxes at the bottom of the page.*

- The **Implantable Devices** tab is not available for editing.
- 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.

**\*\*Once you have completed the medical history in your portal, please be sure to fill out the registration form and sign the financial and office policy as well as the ASC Notice to Patients. These are hard copy forms – they are not part of the portal.\*\***

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.

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