

My Kid's Chart User's Guide



My Kid's Chart is the patient portal for your pediatrician's office. You can use My Kid's Chart to access medical records, communicate with your pediatrician, pay our bill, and more.

Use this guide to learn how to log in to My Kid's Chart, review your child's records, and send messages to your pediatrician. You'll also find instructions for reviewing your outstanding balance and reviewing a log of activity on your account. For more information, contact your pediatrician's office.

Contents

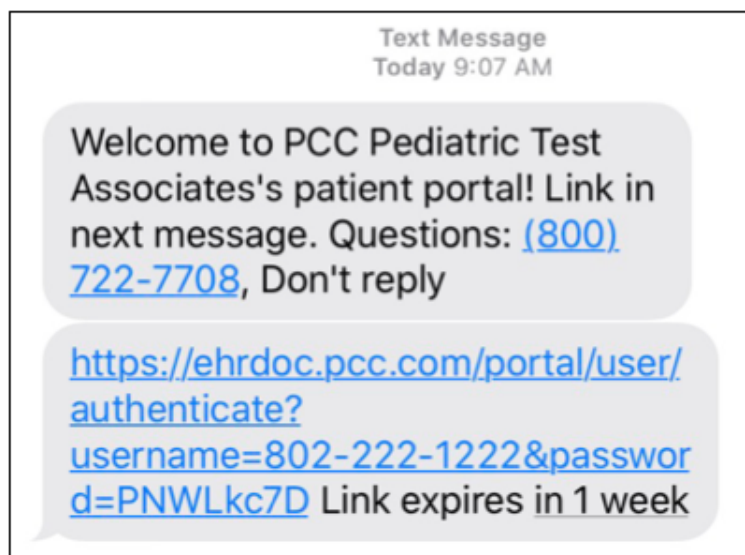
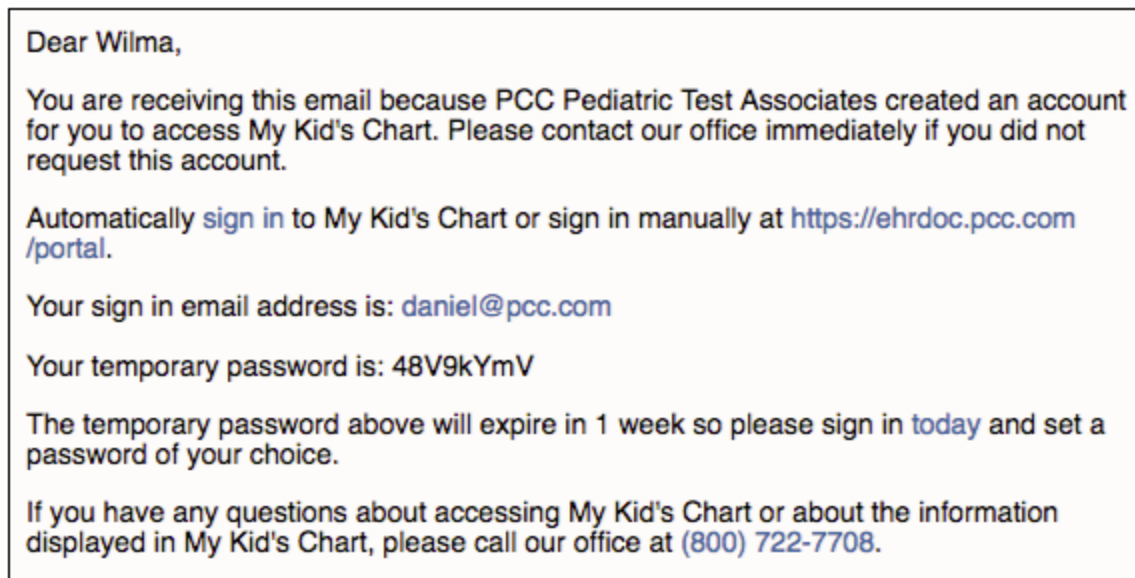
1. Get an Account
2. Log In to My Kid's Chart
3. Review Your Child's Records
4. Teenagers and Patients Who Are Over 18
5. Send Messages, Images, or Documents to Your Pediatrician
6. Personal Balance & Online Bill Pay
7. Download Visit Summaries
8. Account Settings and Activity Log
9. Optional: Pre-Check-In
10. Optional: Schedule an Appointment

Get an Account

In order to access your child's information through the portal, you need to get a portal account.

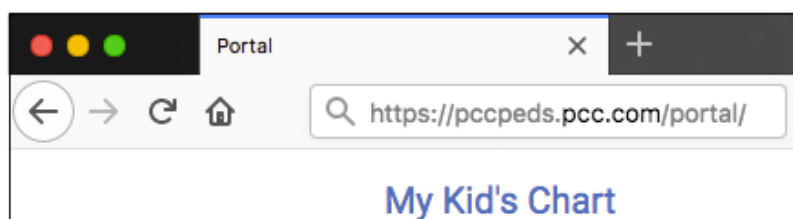
Call your pediatrician's office; they will ask for your email address or phone number to use as a sign in and will verify which patient records you are authorized to access. Then they will create an account for you.

Next, you will receive an email or text with your temporary login information.



Log In to My Kid's Chart

After you receive your new account information, you can click on the "sign in" link in or type the URL into a Web browser. You can use My Kid's Chart on a personal computer or on your smart phone.



You may want to bookmark or save this link for later, or add it as an icon to your smart phone's home screen.

Next, enter your email address or phone number and temporary password to log in.

If your portal account has just been created, you'll need to verify the birthdate of the oldest (living) patient on your account. You'll only need to do this the first time you sign in, or if you ask your pediatrician's office to reset your password for you.

My Kid's Chart

Email Address

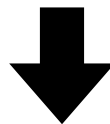
Password

Keep me signed in

[Sign In](#)

[Forgot Password?](#)

[Terms and Conditions](#)



My Kid's Chart

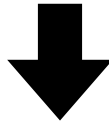
Identity Verification

Please enter the birthdate for Dino.

/ /

[Verify](#)

This one-time question helps us confirm your identity and secure your account.



[Sign Out](#) [My Kid's Chart](#) [Settings](#)

Welcome Daniel Wilson

Patient Charts

[Andrew Wilson 09/11/24](#)

[Kellyn Wilson 08/03/22](#)

[Jose M. Wilson 11/16/21](#)

Upcoming Appointments

None

[Schedule Appointment](#)

All Messages

[Create Message](#)

First Time Login: If this is your first time logging in, My Kid's Chart will ask you to enter a new password when you log in.

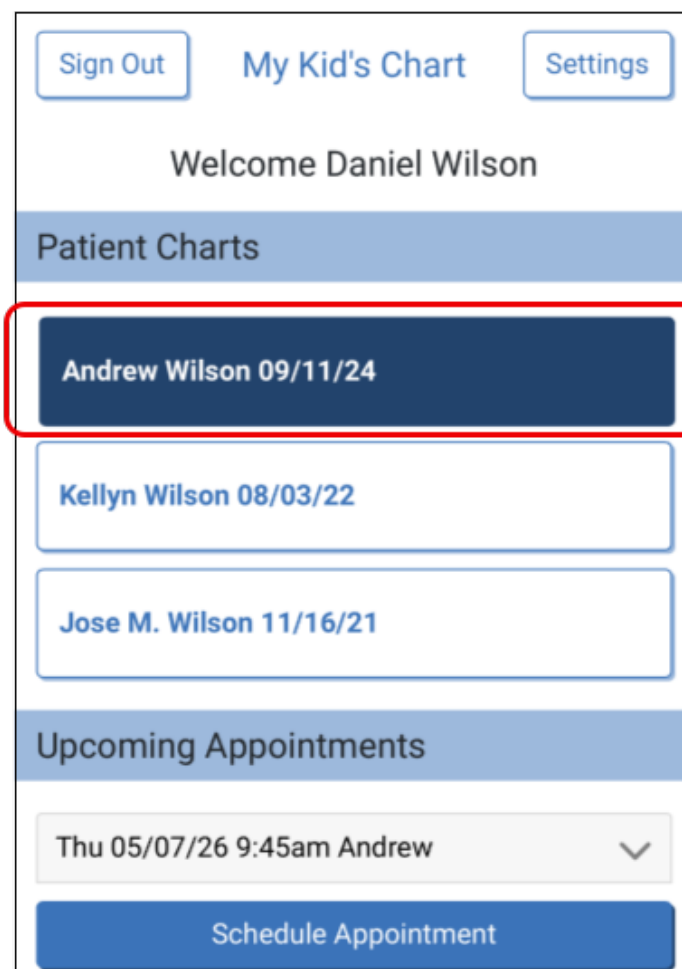
Enable Cookies: My Kid's Chart uses cookies to keep you logged in. If you have trouble logging in, or find yourself being logged out frequently, ensure that your browser accepts cookies.

Once you log in, you will see your child/children listed, along with any upcoming appointments they may have. You may also see a Messages section for sending messages to the office, if your pediatrician's office has activated that feature.

- **Do You See the Patients You Expect?:** If you are a parent or guardian of several children, your pediatrician's office can add each child to your user account. Patients can also appear on more than one login, so more than one parent or guardian, and the patient themselves, may be granted an account with access to the same patient's medical records. Contact your pediatrician's office if you are not seeing the patients you expect to see.
- **Automatic Log Out:** After 5 minutes of inactivity, MyKidsChart will log you out.
- **Does Your Name Appear Correctly?:** You can click the "Settings" button to change how your name appears on the screen.

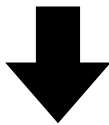
Review Your Child's Records

Click on your child's name to open their medical records.



All Messages

Create Message



[Back](#) My Kid's Chart

Andrew Wilson
Sex: Male
Birthdate: 09/11/24
Last Physical: None

Upcoming Appointments

Thu 05/07/26 9:45am

Sick - Allergies
Alfred Woodward, M.D.
Winooski - 20 Main St, Ste 7

Visits

- 09/29/25 - 12 Mo Well - (client v. I) Bright Futures >
- 06/23/25 - 9 Mo Well - (client v. I) Bright Futures >
- 06/08/25 - Consult >

Documents

You will see your child's name and birth date, along with their last physical date. If they have any upcoming appointments, you will see them listed as well.

Scroll down to review your child's past visits, lab results, medications, and other information.

Review Visit Summaries

How tall was your child at their last physical? What was your pediatrician's diagnosis when your child had a cough last month? For a complete visit summary, select the visit you want from the list.

For each visit, you can see information that was collected and any labs or diagnostic notes from that visit. You can review the vision or hearing screenings and any other items noted in the chart on that day.

[Back](#) **My Kid's Chart**

Andrew Wilson
Sex: Male
Birthdate: 09/11/24
Last Physical: None

Visit Summary for 09/29/25
Mark Williams, M.D.
Burlington Peds - New North End
12 Mo Well - (client v. I) Bright Futures

Diagnoses

Well child visit, 12 month

Documents

None

Vitals

Weight
19 lbs (8.618 kg)
13th percentile (WHO)

Length 30 in (76.20 cm) 46 th percentile (WHO)
--

Vitals Percentiles Based on Patient Data: You will notice a percentile value listed with your child’s weight, height, and BMI. These values show how your child’s information compares to that of other children of the same age and sex. If your child has a Down syndrome diagnosis, you will see “AAP-DS”, which indicates that the percentile is based on Down syndrome patients of the same age and sex.

Telemedicine Visits

If your practice uses a third-party telemedicine vendor, they’ll include a link to begin the telemedicine visit in the appointment information. Click the link at the appointment time to begin.



Check Test Results


When you want to review the results of a lab test, vision test, or any other medical procedure or order, just scroll down to the relevant section. Alternatively, you can click on the visit at which the test was given and review results in the visit summary.

The information in My Kid’s Chart is updated automatically from the patient’s medical chart at the office, so you can be sure that the latest information is always available. Contact your pediatrician if you have any questions.

Download an Immunization Record

Do you need a copy of your child's immunizations record? In the Immunizations section, you can select the PDF button to download a copy.

Immunizations

Administered 

DTaP
01/19/17 01/15/16 11/18/15 09/18/15

Hepatitis A
07/19/17 07/31/16

Hepatitis B
01/15/16 08/17/15





HIB Unspec
10/23/16 01/15/16 11/18/15 09/18/15

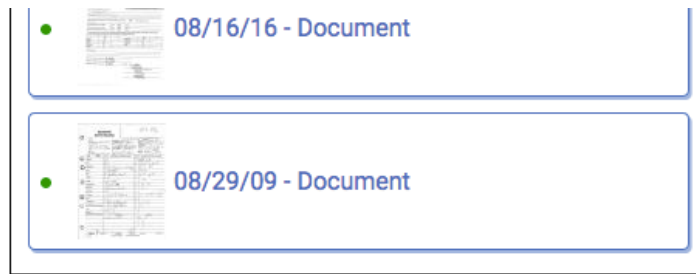
Influenza
07/21/18 07/19/17 10/23/16 09/02/16

Review Documents Shared By Your Pediatrician

Your pediatric practice can share educational handouts, plan notes, or other documents with My Kid's Chart. You will see these shared items in a Documents section on your child's record.

Documents

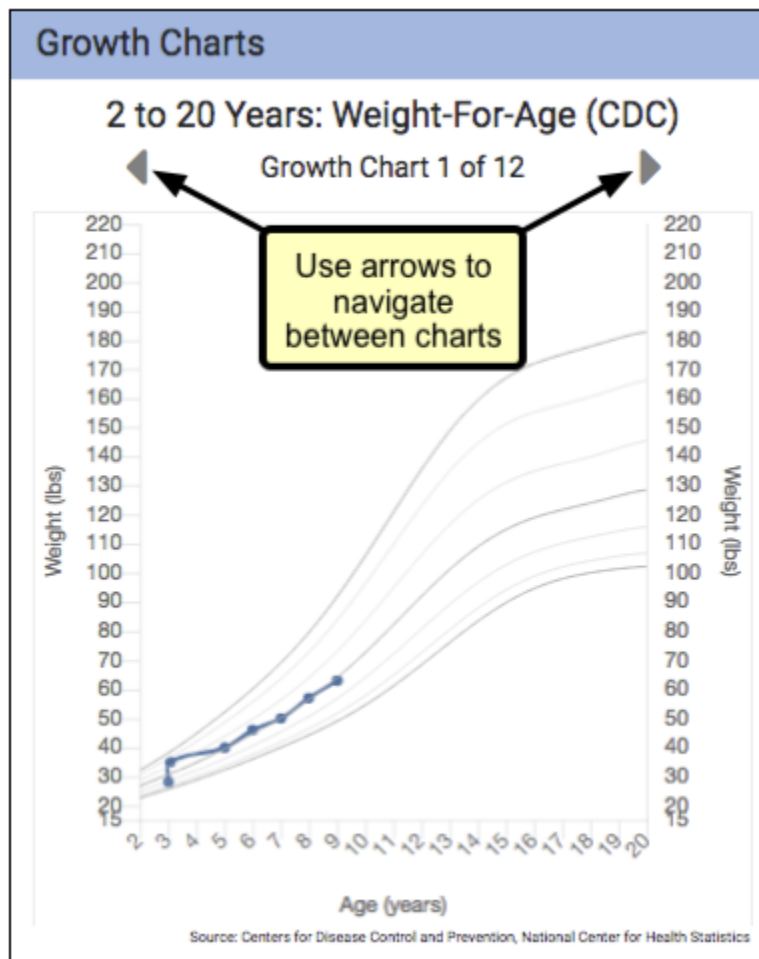
-  11/06/19 - Farm Safety Document
-  10/04/19 - Emergency contact/insurance
-  08/30/19 - X-ray, hands
- 



The five most recent items appear by default, and you can click “More” to see the full list. Documents appear in reverse chronological order, and if a document doesn’t have a title the word “Document” will appear instead. Click on a document to download and view it.

View Growth Charts

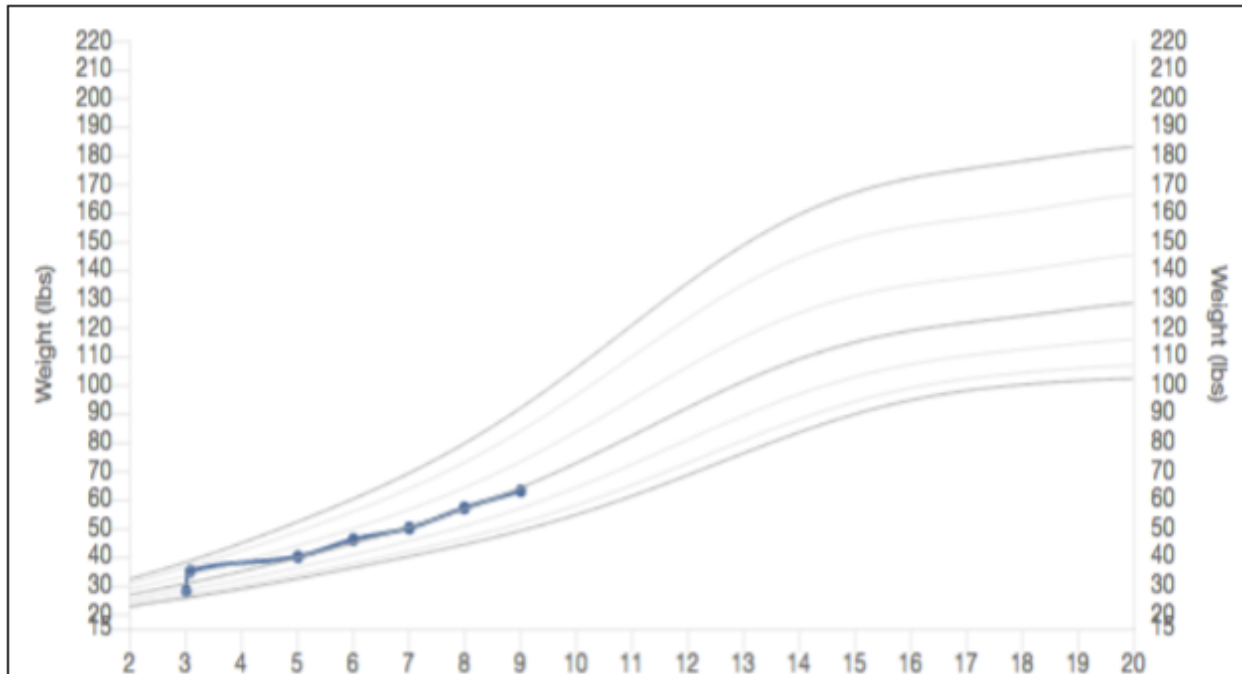
Do you want to see how your child’s weight and height have progressed over the past several years, and how they compare to other kids their age? You can see graphs of your child’s growth over time in the Growth Charts section of your child’s record.



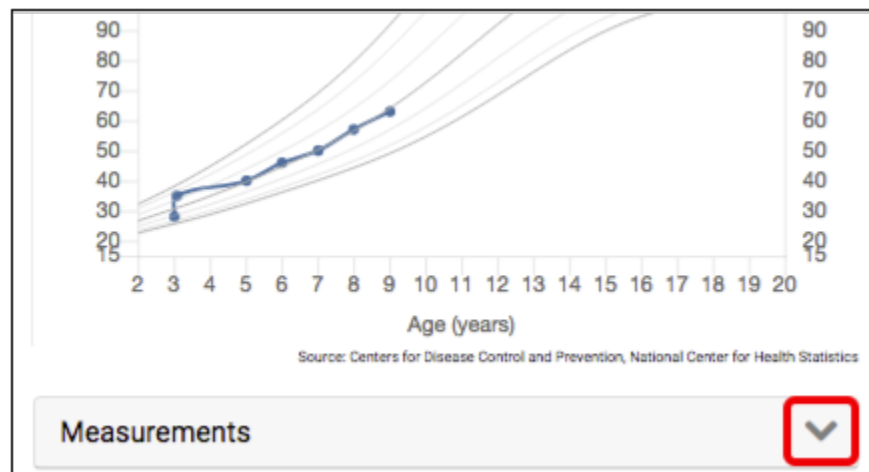
Your child's height and weight are displayed as points on each chart, with gray lines indicating percentile averages. Percentile ranges are specific to a patient's age and sex, and come from the World Health Organization (WHO) and the Centers for Disease Control (CDC).

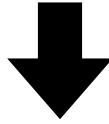
You can tap through all available charts for your child, using the arrows shown just above the chart.


For a larger view, turn your mobile device sideways.



You can view the specifics of each entry (including percentiles) by clicking on the "Measurements" button beneath the chart.

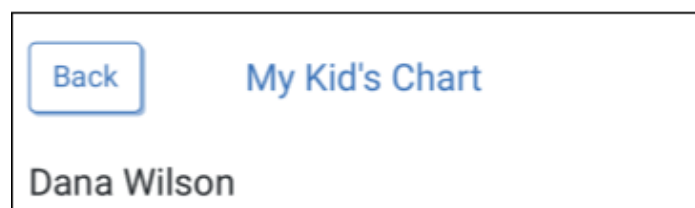
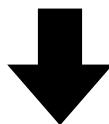
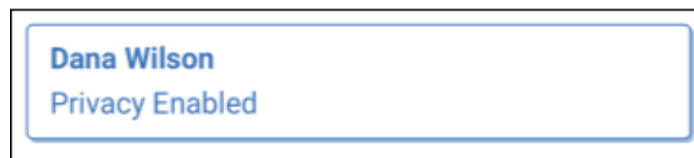




Measurements 			
Date	Age	Weight	Percentile
09/17/18	9 years	63 lbs 0 oz (28.58 kg)	46th
09/12/17	8 years	57 lbs 0 oz (25.85 kg)	52nd
09/17/16	7 years	50 lbs 0 oz (22.68 kg)	48th
09/15/15	6 years	46 lbs 0 oz (20.87 kg)	58th
09/18/14	5 years	40 lbs 0 oz (18.14 kg)	52nd
10/12/12	3 yrs, 1 mo	35 lbs 0 oz (15.88 kg)	83rd
09/18/12	3 years	28 lbs 0 oz (12.70 kg)	21st

Teenagers and Patients Who Are Over 18

If one of your children is over your state's emancipation age, then their records will automatically become private, and your pediatrician's office will have to grant special permission for you to view their records. Your pediatrician has a policy on whether or not to give parents access to records for children of different age groups, which must follow state and federal guidelines.



No information available

Your pediatrics office can also create a Patient Portal user account for the patient, and provide the patient with access to their own records.

Send Messages, Images, or Documents to Your Pediatrician

As you review patient records in My Kid's Chart, you can exchange private messages with your pediatrician's office. You can also attach images or other documents.

After you log in to My Kid's Chart, you can see a Messages section underneath your child's name.

Messaging Features May Not Be Implemented: If your pediatric practice would rather communicate via phone or email, they may not use the Messages features described in this section. Contact your pediatric practice to learn the best way to keep in touch.

Send a Message and Attach a Document

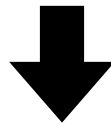
Click "Create Message" to create a new message.



Schedule Appointment

All Messages

Create Message



Back My Kid's Chart

This message service is intended for non-critical questions only! If you require assistance immediately, please call the office. If you have a medical emergency, call 911.

Patient

Choose a patient

Message Reason

Choose a message reason

Choose a message reason

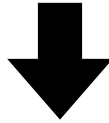
Appointment Request

Medication Refill Request

Only Attachments, no text

Other

Referral Request



[Back](#) **My Kid's Chart**

Andrew Wilson
Sex: Male
Birthdate: 09/11/24
Last Physical: None

Message Reason: Other

Subject

Send

Attach a Photo or PDF

You'll have the option to select a patient to associate with this message, and a message reason. The message reason includes options like "Appointment Request" or "Medication Refill Request" that will include fields specific to that kind of message. Select "Other" to create a new message with a simple text field.

Enter a subject for your message, and the text of your question. If you want to attach images or other documents from your device, you can click to do so. Then click Send.

My Kid's Chart will deliver the message (and any attachments) directly to your

pediatrician's office, where clinical staff can review it and answer your question.

Maximum Attachment Size: Each portal message is limited to a maximum of 30MB of attachments. Single attachments over 30MB, or multiple attachments totalling over 30MB, cannot be sent.

Add to a Message: After you send your message, you can add more information to it. Just open the message, add additional text, and click Send again.

Read and Respond to Messages

If a physician or other staff member sends you a message, or replies to your message, My Kid's Chart will send you an email telling you that a message is waiting.

Dear Wilma Flintstone,

There is a new message from PCC Pediatric Test Associates waiting for you on our Patient Portal.

To retrieve the message visit My Kid's Chart at mykidschart.com/pccpeds.

If you have any questions about accessing your messages or about the information being displayed in the patient portal, please call our office at (800) 722-7708.

Thank you,

PCC Pediatric Test Associates

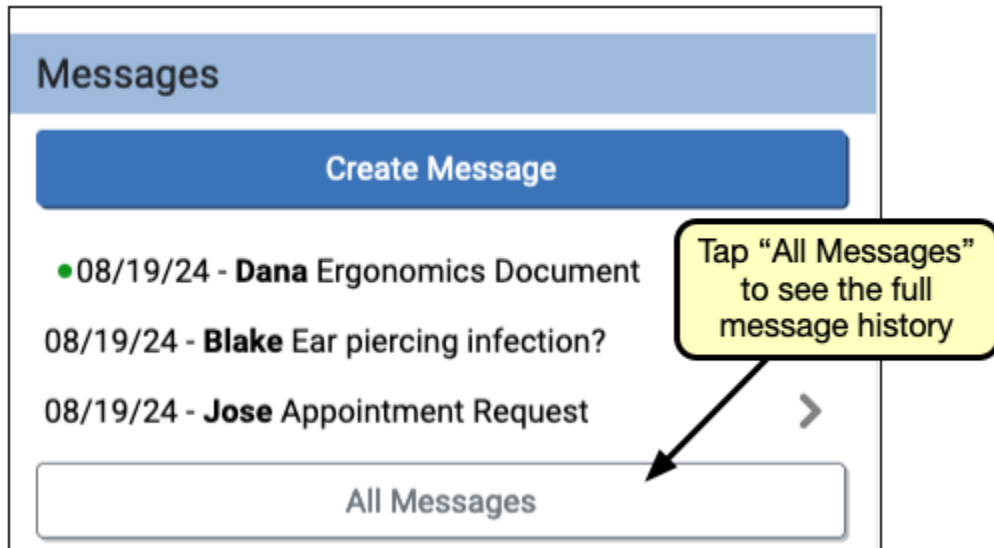
Log in to your account to view your messages.

The screenshot displays the 'Upcoming Appointments' section with two entries: 'Thu 05/07/26 9:00am Kellyn' and 'Thu 05/07/26 9:45am Andrew', each with a dropdown arrow. Below these is a blue 'Schedule Appointment' button. The 'All Messages' section features a blue 'Create Message' button. At the bottom, a message preview is shown with a red border: '05/05/26 - Andrew Acetaminophen or Tylenol?' with a right-pointing arrow.

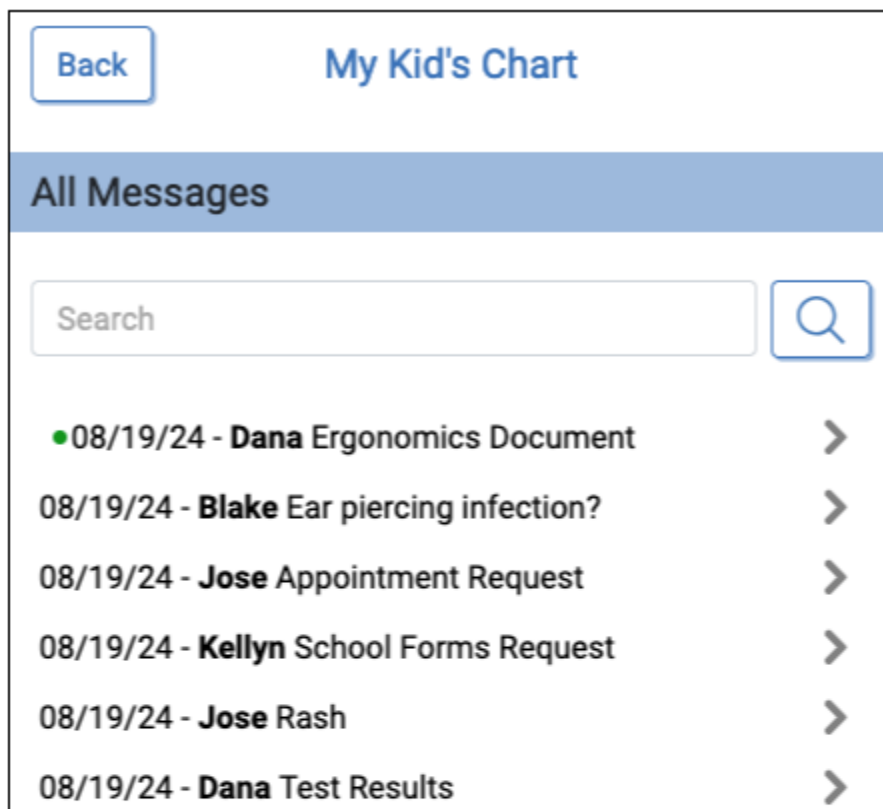


The most recent messages appear on the portal home page. For portal accounts with more than one patient, each message will include the patient's name. A green dot indicates that a message is unread.

Select a message to read it, or click "All Messages" to see the full message history.



The All Messages view includes a search field. To find a specific message, enter your search term, made up of only letters or numbers, and click or tap the magnifying glass icon.



- 08/19/24 - **Andrew** School Forms Request >
- 08/19/24 - **Andrew** Stomach pain >
- 08/15/24 - **Kellyn** Appointment Request >
- 08/15/24 - **Jose** Flu shot reaction? >
- 08/15/24 - **Dana** Should I be worried about posture and superglue? >
- 08/15/24 - **Andrew** Appointment Request >
- 08/15/24 - **Jose** 8/15 Voicemail >

The list of matching messages will appear, with a count of how many messages match your criteria. To reset search and review the full list again, click the back button.

Back
My Kid's Chart

Search Results

×
🔍

Enter a search term and tap the magnifying glass icon

Showing 4 results for "school"

- 08/19/24 - **Kellyn** School Forms Request

Please select the forms...

>
- 08/19/24 - **Andrew** School Forms Request

Please select the forms...

>
- 08/15/24 - **Kellyn** Appointment Request

...Preferred Appointment Time After School

Comments Kellyn has had...

>
- 08/15/24 - **Andrew** Appointment Request

● ...Preferred Appointment Time After School

Comments Any day next...

>



The list of matching messages will appear, with a count of how many messages match your criteria. To reset search and review the full list again, click the back button.

To reply, select a message from the portal home page or the All Messages list. If the message is a reply to a previous message, or part of an ongoing thread, previous messages in the thread appear below the message reply field, so they can be easily referred to without leaving the draft message.



Kellyn Wilson
Sex: Female
Birthdate: 12/04/15
Last Physical: 12/17/23

This message service is intended for non-critical questions only! If you require assistance immediately, please call the office. If you have a medical emergency, call 911.

Subject: Appointment Request

Reply

That will work great. Thanks very much.

Message History

Subject: Appointment Request

Thu 08/15/24 12:59pm

Zelda Zen, LNA

I see we have an appointment on the schedule for Jose on Tuesday the 20th. We can see her at the same time if that works for you.

While typing a reply, the previous message is available below

same time, if that works for you.

When your message is ready, click the “Send” button to send the message to your practice.

Messages are Private: Your conversation is not stored in any email account. Your messages can not be read by any other My Kid’s Chart user, even those who have access to the same patient’s records.

Personal Balance & Online Bill Pay

You can see if you have any outstanding charges at your pediatric practice, and can even make a payment through the portal, in the Personal Balance section.

These Features May Not Be Turned On: You may not see a Personal Balance section, and/or be able to pay your bill online, if your pediatric practice chooses not to use either of these features. Contact your pediatric practice if you have questions about this feature.

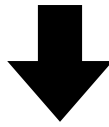
Review Your Personal Balance

You will see charges for all patients associated with your portal account, whether the patient is privacy-enabled or not. However, for privacy-enabled patients you will only see the date and charge – not the provider, location, or procedure name.

The screenshot shows a user interface for reviewing a personal balance. At the top, there is a 'Messages' section with a 'Create Message' button. Below that is the 'Personal Balance as of 10/02/19' section. A table lists one entry: 'Fred Flintstone' with a charge of '\$30.00' and a dropdown arrow. A red box highlights this entry, and a yellow callout bubble with an arrow points to the dropdown arrow, containing the text 'Click to see balance details'. Below the table is a 'Make a Payment' button.

Personal Balance as of 10/02/19	
Fred Flintstone	\$30.00 ▾

Contact Us



Personal Balance as of 10/02/19

Fred Flintstone

\$30.00 ^

Dino Flintstone (Privacy Enabled)

10/02/19

Dino's chart is privacy-enabled, so while Pebble's charges show the provider, location and procedure name, Dino's does not

Total Charge \$135.00

Payments/Adjustments -\$0.00

Pending Insurance -\$120.00

Personal Balance \$15.00

Pebbles Flintstone (Crusher, Winooski)

10/02/19

OV Detailed H&E

Total Charge \$130.00

Payments/Adjustments -\$0.00

Pending Insurance -\$115.00

Personal Balance \$15.00

Total Personal Balance

\$30.00

This is not a bill and may not reflect the entire account balance.

Make a Payment

What charges will show up?: Charges will only be included if there is an unpaid balance on the visit. Pending insurance will be displayed if there is also a personal amount due. Credit balances will not be displayed. You will only see data for patients who are connected to your portal account.

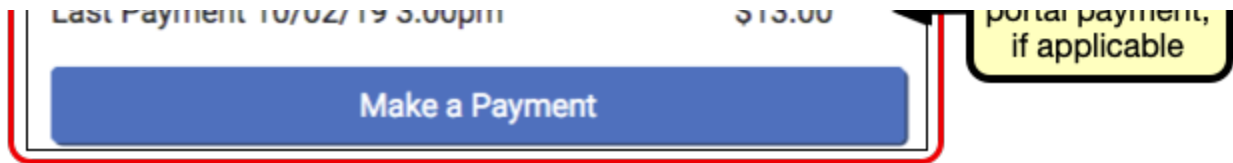
Make a Payment Through the Portal

If your pediatric practice is using this feature, and if a billing account is linked to your portal account, you will see a “Make a Payment” button beneath your personal balance information.

The screenshot shows a patient portal interface for 'My Kid's Chart'. At the top, there are buttons for 'Sign Out' and 'Settings'. The user is logged in as 'Wilma Flintstone'. Below the header, there are sections for 'Patient Charts' (listing 'Pebbles Flintstone 08/09/09' and 'Dino Flintstone (Privacy Enabled)'), 'Upcoming Appointments' (listing 'Mon 10/14/19 9:45am Pebbles' and 'Wed 11/06/19 12:22pm Pebbles'), and 'Messages' (with a 'Create Message' button). At the bottom, the 'Personal Balance as of 10/04/19' section is highlighted with a red box. It shows a balance for 'Fred Flintstone' of '\$17.00' with a dropdown arrow. Below this, there is a 'Last Payment 10/02/19 2:00pm' for '\$12.00'. A yellow callout box points to the 'Make a Payment' button, which is partially visible at the bottom right of the red box.

Personal Balance as of 10/04/19	
Fred Flintstone	\$17.00 ▼
Last Payment 10/02/19 2:00pm	\$12.00

Most recent portal payment



If you have used the mobile payment option previously, you will also see a “Last Payment” listed above the button. Only the most recent portal payment will be shown.

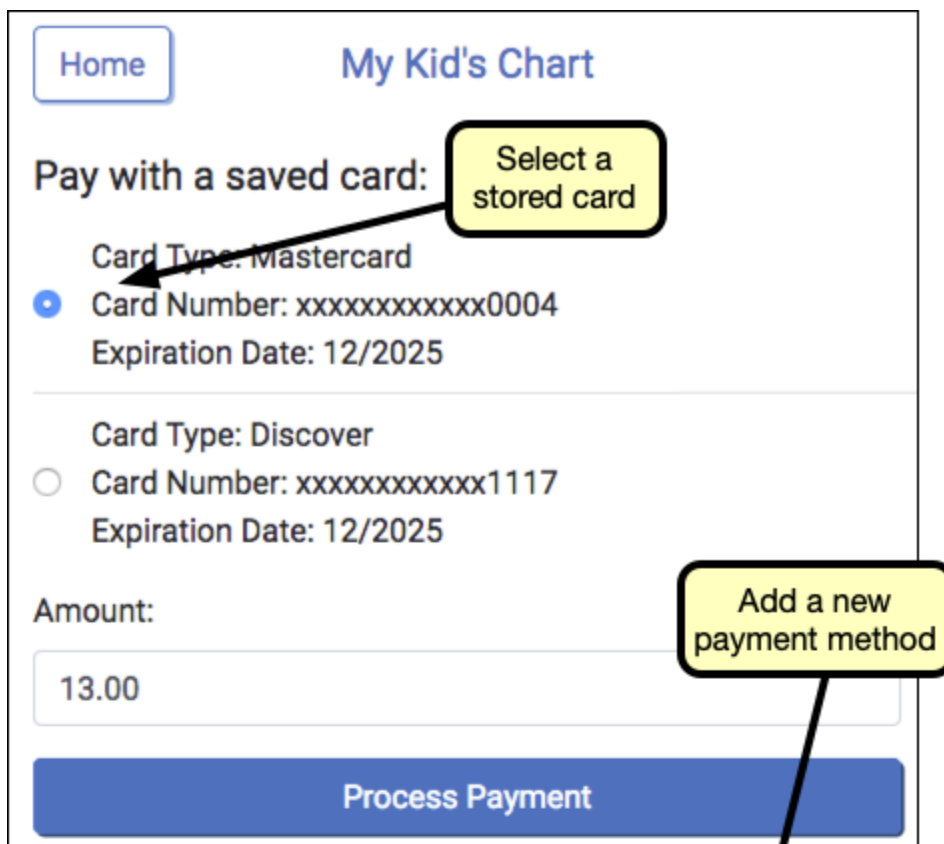
If you have not previously saved credit card information, then when you press the “Make a Payment” button, the portal will prompt you to enter your basic credit card information, billing address, and email address.



If you choose to save the new credit card, it will default to your “preferred” card for future use.

Alternatively, if you have previously made a mobile payment and opted to save your credit card, the credit card information will pre-populate.

If you have multiple credit cards stored, your preferred card will be selected by default. You can select a different card by clicking the drop-down and choosing another stored card.



Pay with a New Card



After the payment is made, you will immediately see the result of the transaction. The date and time of payment will appear, and whether the payment was successful or not.

[Home](#) **My Kid's Chart**

Successful Payment

Thank you for your payment.

It may take some time before this payment is reflected in your balance in the Patient Portal.

10/07/19 11:08am
Mastercard *0004
\$7.00

The balance in the patient portal will not be adjusted until the practice posts the payment to their billing system.

The BluePay service will send receipts to the email address that you entered on the payment screen.

```
From: BluePay <bluepay@bluepay.com>
To: "Jennifer Acker" <jen_acker@pcc.com>
Sent: Wednesday, April 11, 2018 3:33:38 PM
Subject: Your Receipt from PCC Pediatric Test Associates

Thank you for your Approved transaction with PCC Pediatric Test Associates.

It may take some time before this payment is reflected in your balance in
the Patient Portal.

Transaction Type: SALE
Status: Approved
Amount: 15.00
Account PCC#: 1691
Account Holder: Paul Acker
Billing Address: 1 Cloverdale Ln, Burlington, VT 05401
Phone: 18028468177
Email: jen_acker@pcc.com
Account: xxxxxxxxxxxx0005
Account Type: AMEX
Transaction ID: 100551338939
AVS/CVV2: 1/___

---
Powered by BluePay
```

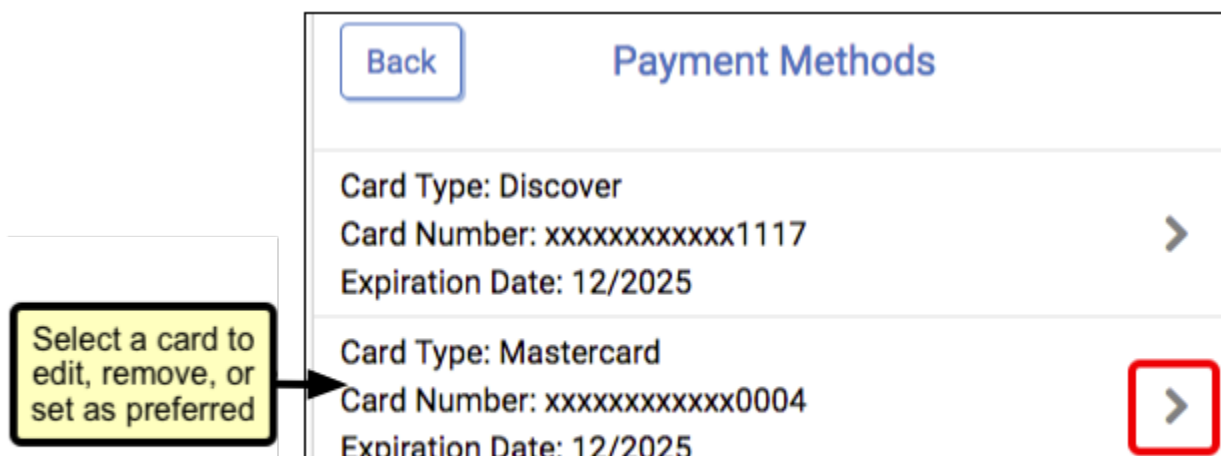
Manage Your Stored Cards

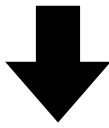
The patient portal includes a “Payment Methods” setting, where you can add a new card or edit stored cards.



Select a card to make edits.

You can update the expiration date or change your preferred card. If you no longer want a card to be stored, you can remove it.



A screenshot of a web form titled "Edit Payment Method". The form includes a "Back" button, a "Card Type: Mastercard (Preferred)" label, a "Card Number: xxxxxxxxxxxx0004" label, and an "Expiration Date" field with dropdown menus for "02" and "2019". There is a checked checkbox for "Preferred card". At the bottom are "Save", "Cancel", and "Remove" buttons. Three yellow callout boxes with black borders point to the "Expiration Date" field, the "Preferred card" checkbox, and the "Remove" button. The "Remove" button is highlighted with a red border.

Back Edit Payment Method

Card Type: Mastercard (Preferred)
Card Number: xxxxxxxxxxxx0004

Expiration Date: 02 2019

Preferred card

Save

Cancel

Remove

Edit as needed

Check to set as preferred

Click to "forget" this card

Expired cards will appear in red.

Download Visit Summaries

You can use My Kid's Chart to download a visit summary for any encounter.

First, select the visit.

A header section with a dark blue "Sign Out" button, the text "My Kid's Chart" in blue, and a light blue "Settings" button. Below this is the text "Welcome Wilma Flintstone" in black.

Sign Out My Kid's Chart Settings

Welcome Wilma Flintstone

Patient Charts

Pebbles Flintstone 08/09/09

Dino Flintstone (Privacy Enabled)

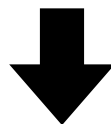
Upcoming Appointments

Mon 10/14/19 9:45am Pebbles

Wed 11/06/19 12:22pm Pebbles

Messages

Create Message



Visits

11/06/19 - Sick - Bright Futures


08/30/19 - Sick - Bright Futures

08/28/19 - Sick - Bright Futures

More

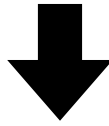
At the bottom of the visit, you have options for exporting the information.

Export Visit Summary

Download PDF 

Download C-CDA

Send Direct Secure Email



[Back](#)

My Kid's Chart

Direct Secure Email

Send a patient's Visit Summary to a doctor or practice's Direct Secure Email Address. This is not regular email.

To

Direct Secure Email Address

Subject

Visit Summary Attached

Message

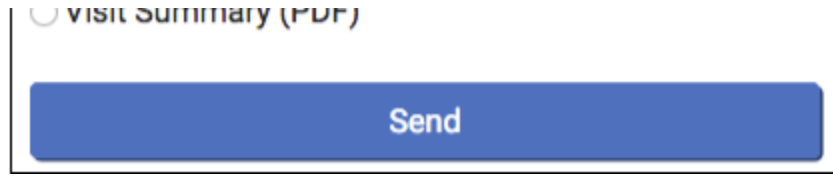
Attached is a Visit Summary for Pebbles Flintstone on August 30, 2019 at Lake Champlain Pediatrics.

Wilma Flintstone
Wilma@pcc.com

Attached Document

Visit Summary (C-CDA)

Visit Summary (PDF)



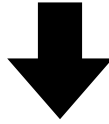
- **Download PDF:** You can download a visit summary as a PDF.
- **Download C-CDA:** C-CDA is a data format that allows for easy and accurate sharing of medical data between electronic systems. If you need to share your child's visit summary with a specialist, for example, you may be able to use this option to transfer information with them electronically.
- **Send Direct Secure Email:** If your pediatrician's office has activated this feature, you can use Direct Secure Messaging (DSM) to send a visit history directly to other physicians and medical professionals with a DSM address. You can only use the Direct Secure Message option if both your pediatrician and your desired recipient have activated Direct Secure Messaging. The recipient must supply you with their Direct Secure Messaging address. A normal email address will not work!

Account Settings and Activity Log

Use the Patient Portal Settings to make changes to your basic demographic information, reset your password, or view a history of portal activity related to your account or the patients you are connected to.

Click on the "Settings" button to access your account settings.





Sign Out My Kid's Chart Settings

Welcome Wilma

Patient Charts

- Edit Account
- Payment Methods
- New Password
- Activity Log

Pebbles Flintstone

Dino Flintstone (Privacy Enabled)

Edit Account

Click "Edit Account" to make changes to your name, sign in, and portal notification options.

Back Edit Account

First Name

Wilma

Last Name

Flintstone

Sign In

802-222-1222

Email Address or Mobile Phone Number

Portal Notifications

Email

A screenshot of a web form for entering a mobile phone number. At the top is an empty text input field. Below it is a checked checkbox labeled "Mobile Phone". Underneath the checkbox is another text input field containing the number "802-222-1222". At the bottom of the form is a blue button labeled "Save".

Click "Save" to confirm your changes.

New Password

Click "New Password" to change your password.

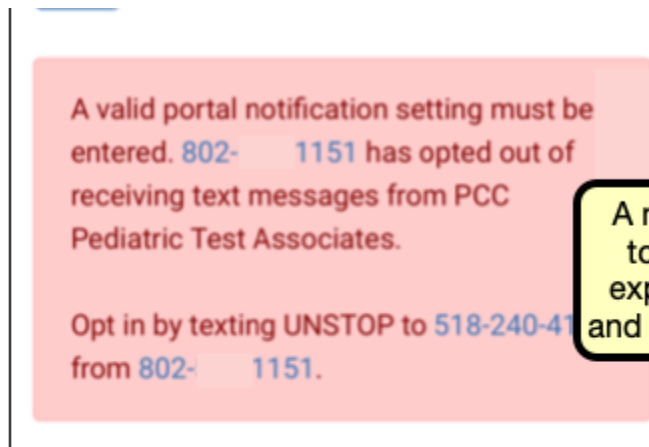
A screenshot of a "New Password" form. At the top left is a "Back" button. To its right is the title "New Password". Below the title is the label "Enter New Password" followed by a text input field filled with dots. Below that is the label "Confirm New Password" followed by another text input field filled with dots. At the bottom is a blue button labeled "Save". Below the "Save" button is the text "Passwords must be between 6 and 30 characters in length."

Click "Save" to set the new password.

Opt In a Portal Notification Phone Number

If you have opted the mobile phone number you use for portal notifications out of text messages from your pediatrician's office, a warning message appears at the top of the Edit Account page and the portal notification phone number appears highlighted in red.

A screenshot showing a "Back" button on the left and a blue link labeled "Edit Account" on the right, both contained within a thin black border.



A message at the top of the page explains the issue and how to resolve it

A form titled "Portal Notifications". It has two sections: "Email" and "Mobile Phone". The "Email" section has a checked checkbox and a text input field containing "mbyler@gmail.com". The "Mobile Phone" section has a checked checkbox, a text input field containing "802-557-1151" (highlighted in red in the original image), and a blue "Opt in" button. At the bottom is a large blue "Save" button.

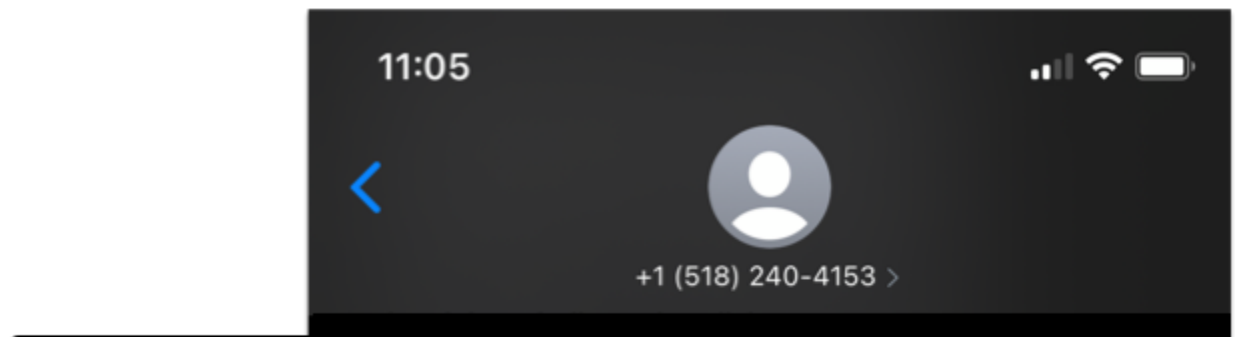
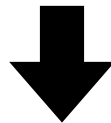
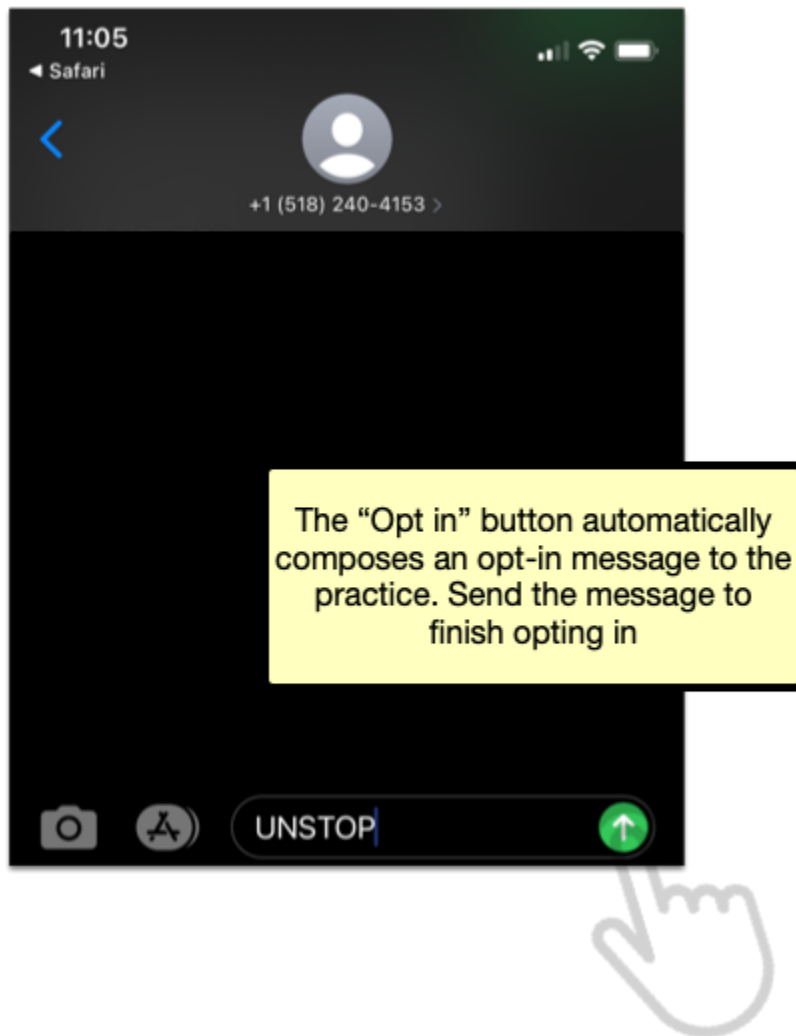
The opted-out phone number is highlighted in red

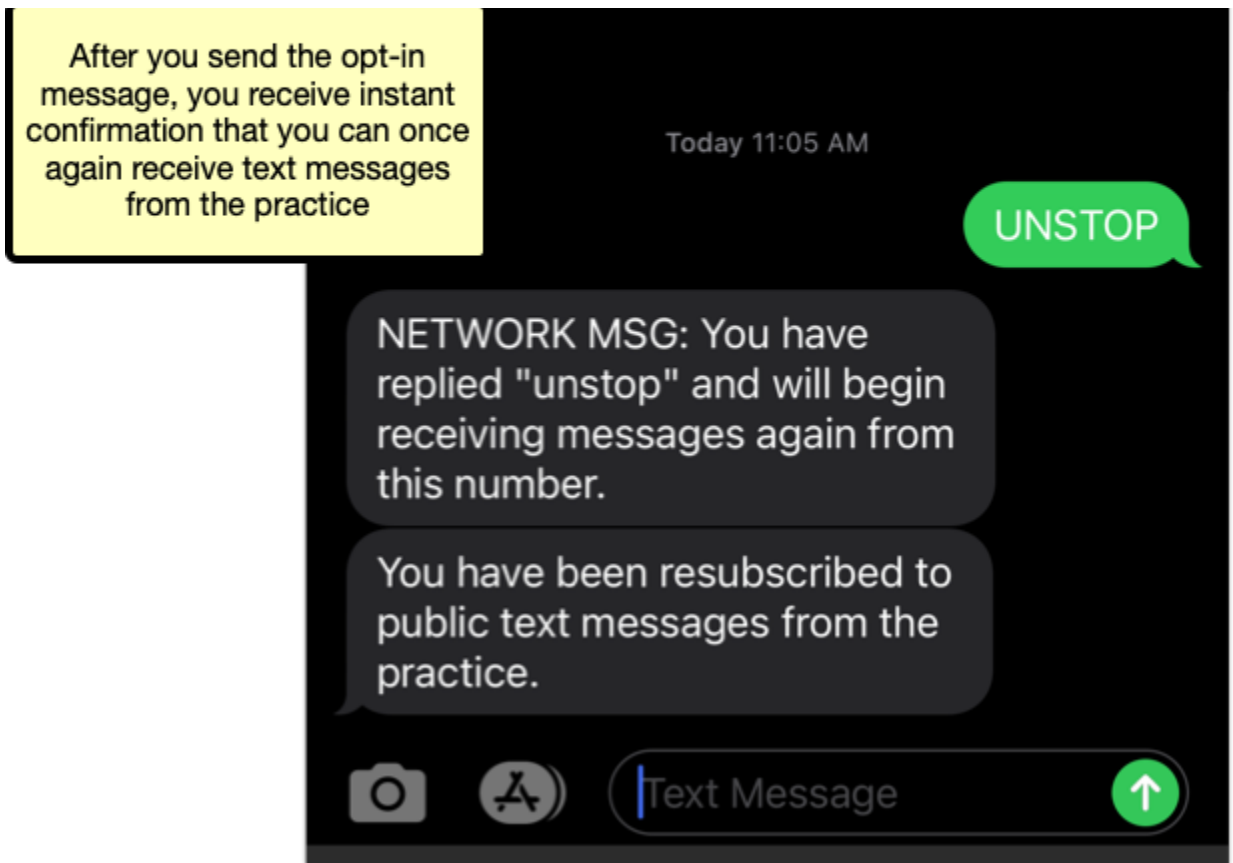
If you want to continue using the phone number for portal notifications, you must opt back in to text messages from the practice. The steps to opt in are presented in the warning message on the Edit Account page.

If you are accessing the portal on the phone that is connected to the opted-out number, you can tap the "Opt in" button on the Edit Account page.

A form titled "Portal Notifications". It has two sections: "Email" and "Mobile Phone". The "Email" section has a checked checkbox and a text input field containing "mbyler@gmail.com". The "Mobile Phone" section has a checked checkbox, a text input field containing "802-557-1151", and a blue "Opt in" button. The "Opt in" button is highlighted with a red border in the original image.

The "Opt in" button automatically composes an opt-in message to the practice. As soon as you send the message, you receive confirmation that you can once again receive texts from your pediatrician's office, including portal notifications.





Activity Log

If you want to see a history of patient portal activity related to any patients you are connected to in the portal, click "Activity Log".

The Activity Log shows all activity for your own login, as well as for any other portal user who has accessed one of the patient records that you are connected to. For example, if two parents both have portal accounts related to their child, and one parent downloads a visit summary, makes a payment, or uploads an image, the other parent will be able to see the date and time they did so.

[Back](#) **Activity Log**

Start Date:

09/03/2019

End Date:

10/03/2019

Apply

Activity

10/03/2019 11:55:53am
Wilma Flintstone
Viewed Activity Log

10/03/2019 11:55:50am
Wilma Flintstone
Viewed Home

10/03/2019 11:55:50am
Wilma Flintstone
Signed In

10/03/2019 11:55:46am
Fred Flintstone
Viewed Health Summary
Pebbles Flintstone (PCC# 3336)

Wilma is logged into her own portal account settings and can see that Fred just viewed a visit summary for Pebbles

The activity date range defaults to the most recent month, but you can review any date range you wish, by clicking in the date field and using the calendar function to select a new date, and then clicking “Apply”.

Back **Activity Log**

Start Date:
09/03/2019

End Date:
10/03/2019

◀ **October 2019** ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5

6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

▼ Today × Close

10/03/2019 10:48:25am
 Douglas Doodle
 Viewed Health Summary
 Pebbles Flintstone (PCC# 3336)

The activity shown in the log is only for actions made in the portal.

Optional: Pre-Check-In

Your Pediatrician’s office may ask you for updated information before an appointment. If so, you’ll find a “Start Pre-Check-In” button for each patient with an appointment scheduled within the next seven days.

Sign Out
My Kid's Chart
Settings

Welcome Daniel Wilson

Patient Charts

Andrew Wilson 02/06/22

Kellyn Wilson 12/29/19

Jose M. Wilson 04/13/19
● 1 Unread Document

Upcoming Appointments

Thu 09/14/23 10:45am Kellyn ^

ADD Initial
Leonard McCoy, MD
Burlington Peds - Old North End

Kellyn - Start Pre-Check-In

Pre-Check-In includes three sections to be completed and confirmed: Patient Information, Billing Account, and Insurance. By clicking “Edit” below each section, you can update existing information and add any information requested by the office.

Patient Information

[Back](#) **My Kid's Chart**

Pre-Check-In for Kellyn

Appointment: Thursday 09/14/23 10:45am
ADD Initial
Leonard McCoy, MD
Burlington Peds - Old North End

▼ **Patient Information** Not Confirmed !

Name: **Kellyn Wilson**
Nickname:
Birthdate: 12/29/19
Sex: Female
Race: **Information requested**

Requested information is highlighted orange, click “Edit” in each section to add information

Ethnicity: *Information requested*
Language: *Information requested*

Edit

Confirm

> **Billing Account** Not Confirmed !

> **Insurance** Not Confirmed !

Pre-Check-In Not Ready to Submit

Pre-Check-In is ready to submit when all sections are Confirmed.

Submit

Any field can be edited if needed, but blank fields that are missing information are highlighted orange.

Nickname (optional)

Birthdate 12/29/19 Sex Female

Race

Ethnicity

Preferred Language

Confirm

Missing information is highlighted orange

After completing any edits to Patient Information and any requested information is filled out, the user will click "Confirm" to save the changes.

The screenshot shows a form with the following fields: Birthdate (12/29/19), Sex (Female), Race (White), Ethnicity (Prefers not to answer), and Preferred Language (English). A blue 'Confirm' button is at the bottom. A yellow callout box with a black border contains the text: "Once all information is entered, click 'Confirm'". An arrow points from the callout box to the 'Confirm' button.

The Billing Account section works the same way as Patient Information: the edit any existing information, fill out any orange highlighted missing information, and then click "Confirm".

The screenshot shows a page titled "My Kid's Chart" with a "Back" button. The main heading is "Pre-Check-In for Kellyn". Below this, it says "Appointment: Thursday 09/14/23 10:45am". There are three lines of text: "ADD Initial", "Leonard McCoy, MD", and "Burlington Peds - Old North End". Below this is a list of sections: "Patient Information" (Confirmed with a green checkmark) and "Billing Account" (Not Confirmed with a black exclamation mark). The "Billing Account" section is expanded, showing: "Billing Account: Daniel Wilson", "Address: RD 7 Box 006", "Saxtons River, VT 05154", and "Home Phone: (802) 555-0183".

Work Phone: (802) 555-0109
Cell Phone: (802) 555-0194
Emg Phone: (802) 555-0104
Email: *Information requested*

Edit

Confirm

After completing and confirming Billing Account information, Insurance is the final section to complete.

Under the Insurance section, you have the option to confirm that the existing insurance information on file is still active, or to mark it as expired.

[Back](#) **My Kid's Chart**

Pre-Check-In for Kellyn
Appointment: Thursday 09/14/23 10:45am
ADD Initial
Leonard McCoy, MD
Burlington Peds - Old North End

> **Patient Information** **Confirmed** ✓

∨ **Billing Account** **Not Confirmed** !

Billing Account: **Daniel Wilson**
Address: RD 7 Box 006
Saxtons River, VT 05154

Home Phone: (802) 555-0183
Work Phone: (802) 555-0109
Cell Phone: (802) 555-0194

Emg Phone: (802) 555-0104

Email: **Information requested**

Edit

Confirm

You can add new insurance by clicking “Add Insurance” users can enter a new insurance.

Both “Add Insurance” and “Edit” include the option to upload an image or PDF of the front and back of your insurance card.

[Back](#) **My Kid's Chart**

Pre-Check-In for Kellyn

Appointment: Thursday 09/14/23 10:45am

ADD Initial
Leonard McCoy, MD
Burlington Peds - Old North End

Insurance *...Editing*

Insurance: **BCBS \$30 OV&WC-other**

Subscriber: Mark Wilson

Member ID: SBR186667814

Group: Wil427

Effective Date: 12/22/20

Status

Active (This is still the patient's insurance.)

Expired (This is not the patient's insurance.)

Card Images

Attach a photo of the FRONT of the insurance card.

Attach a Photo or PDF

Insurance can be marked as Active or Expired

Click to attach a photo or PDF of an insurance card

Attach a photo of the BACK of the insurance card.

Attach a Photo or PDF

Save

When all three sections have been completed and confirmed, each will be marked "Confirmed" in green, but can be edited again by re-opening the section and clicking "Edit" if needed.

Click "Submit".

[Back](#) **My Kid's Chart**

Pre-Check-In for Kellyn

Appointment: Thursday 09/14/23 10:45am
 ADD Initial
 Leonard McCoy, MD
 Burlington Peds - Old North End

> Patient Information	Confirmed	✓
> Billing Account	Confirmed	✓
	Confirmed	✓
Pre-Check-In	Ready to Submit	

Pre-Check-In is ready to submit when all sections are Confirmed.

Submit

Once each section is completed and confirmed, click "Submit"

After completing Pre-Check-In, you may have the option to add a payment for any patient with a personal balance. If so, you can review the balance details by clicking the arrow next to the total. Click "Make a Payment" to enter payment information and complete payment, or click "Pay at the Office" to pay when you arrive.

My Kid's Chart

✓ Thank you for submitting Pre-Check-In!

Click the arrow to review the balance details

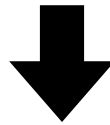
Personal Balance as of 04/30/24

Daniel Wilson

\$15.00 

Make a Payment

Pay at the Office



My Kid's Chart

✓ Thank you for submitting Pre-Check-In!

Personal Balance as of 04/30/24

Daniel Wilson

\$15.00 

Kellyn Wilson (Dr. Williams, New NE)

02/24/24

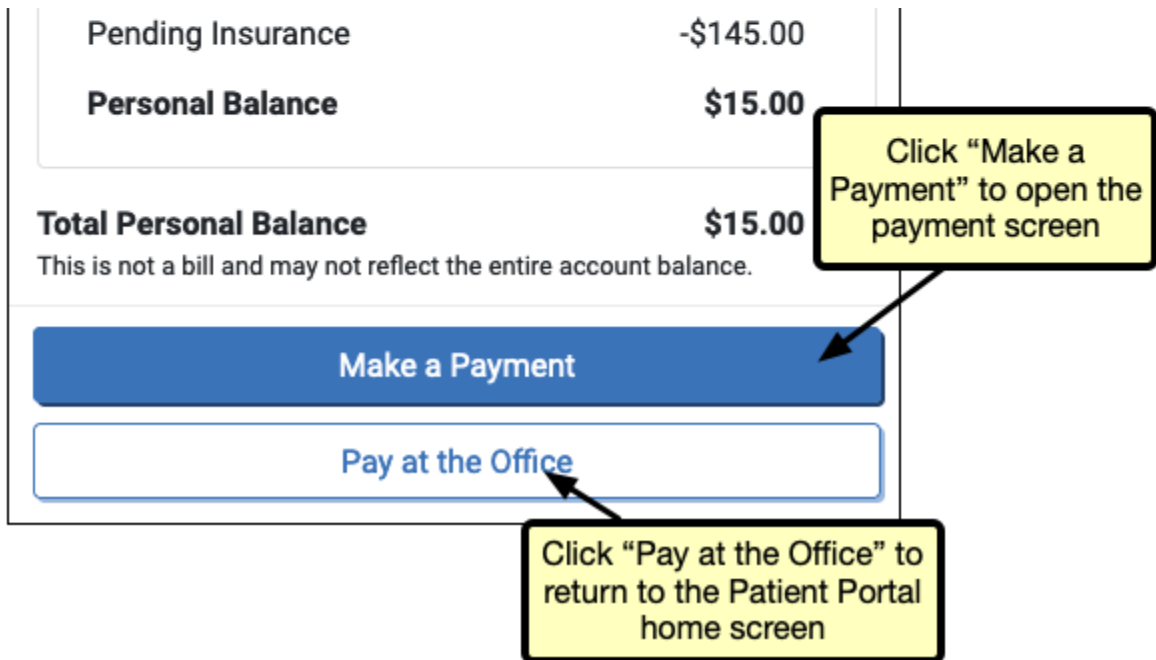
OV Comprehensive

Total Charge

\$160.00

Payments/Adjustments

-\$0.00



Users can review the details of the balance by clicking the arrow next to the balance. The “Make a Payment” button opens the payment screen, where the portal user can complete a payment. If the user prefers to pay at the office, clicking the “Pay at the Office” button will return the user to the patient portal home screen.

After completing Pre-Check-In, users without a personal balance will be redirected back to the patient portal home page.

Optional: Schedule an Appointment

Under the “Upcoming Appointments” heading, you may have the option to schedule an appointment. Click “Schedule Appointment” then select a patient or patients. Under “Appointment Category” pick what kind of appointment you need to schedule.



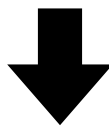
Kellyn Wilson 08/03/22

Jose M. Wilson 11/16/21

Upcoming Appointments

Thu 05/07/26 9:45am Andrew

Schedule Appointment



You'll first be asked to select a patient and a broad category for the type of visit you're scheduling for. Some patients and visit reasons cannot be scheduled through the patient portal. If the available options do not match your needs, you will need to call the office to schedule.

Back My Kid's Chart
Appointment Scheduling

This service is intended for non-critical appointments only! If you require assistance immediately, please call the office. If you have a medical emergency, call 911.

Appointment Category

Sick

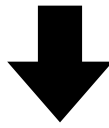
Patient

Andrew Wilson

+ Add Another Patient (optional)
to schedule back-to-back visits

Continue

Exit



For each patient, select a specific visit reason, then add a note such as symptoms, discussion subjects, or other information relevant to this appointment.

My Kid's Chart
Appointment Scheduling

Back

Andrew Wilson

Appointment Reason

Sick - Allergies

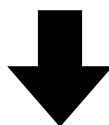
Note

Briefly share any symptoms of illness or issues to discuss at this visit.

0 of 100 characters

Continue

Exit



Select a provider and location from the "Appointment Provider" and "Appointment Location" menus. If scheduling for a vaccine, you will not have the option to select a specific provider.

My Kid's Chart
Appointment Scheduling

Back

Scheduling Preferences:

Appointment Provider

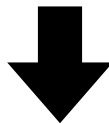
Alfred Woodward, M.D. ▼

Appointment Location

Winooski - 20 Main St, Ste 7 ▼

Find Appointments

Exit



Find an open time slot. The patient portal will offer you all available time slots that match the selections you made. Use the arrow buttons to page day-by-day through available appointment time slots, or click the calendar icon to view available dates a month at a time. Select the time and date that works best for you and click "Select Appointment".

[Back](#) **My Kid's Chart**
Appointment Scheduling

Select Appointment:

◀ Thu, May 7, 2026 📅 ▶

Thu 05/07/26 9:45am
Alfred Woodward, M.D.
Winooski - 20 Main St, Ste 7

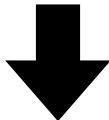
Thu 05/07/26 10:00am
Alfred Woodward, M.D.
Winooski - 20 Main St, Ste 7

Thu 05/07/26 10:15am
Alfred Woodward, M.D.
Winooski - 20 Main St, Ste 7

There is only one appointment that meets your selected criteria.

Select Appointment

Exit



Finally, review your selections, then click "Schedule" to complete scheduling.

[Back](#) **My Kid's Chart**
Appointment Scheduling

Review Selected Appointment:

Thu 05/07/26 9:45am Andrew ^

Sick - Allergies
Alfred Woodward, M.D.
Winooski - 20 Main St, Ste 7
This appointment is not yet scheduled

Schedule

[Exit](#)



My Kid's Chart
Appointment Scheduling

Confirmation:

Thu 05/07/26 9:45am Andrew ^

Sick - Allergies
Alfred Woodward, M.D.
Winooski - 20 Main St, Ste 7
✓ Andrew's appointment is scheduled

