PIEDMONT PLASTIC SURGERY & DERMATOLOGY
www.**ppsd**.com

1. Using a Google Chrome or Mozilla Firefox web browser, click the link in the email you received from Piedmont Plastic Surgery & Dermatology. The link expires after 72 hours. If you need to reactivate the link, go to www.ppsd.com, click on Patient Portal at the top of the page and click forgot password. The system will send you another email with the link. You can always access your patient portal through our website.

2. Verify your identity by confirming your last name and date of birth.

3. When you have verified your identity successfully, create a new password.

4. **Information Tabs** are located to the left of the page. It is imperative that you accurately complete all of the information tabs. Click on each to view and edit your information. If you select anything in error, click on the blue delete button to the right of the item you wish to delete.

   • **Contact Info Tab.** Review and verify your information. Call Piedmont Plastic Surgery & Dermatology to make any changes to your address, phone numbers, or email address.

   • **Insurance and Pharmacy Tab.** Review and verify your insurance information. Call Piedmont Plastic Surgery & Dermatology to make any changes. Enter your pharmacy's information so that your doctor can electronically send prescriptions.
      1. Click on the "Add Surescripts Pharmacy" tab.
      2. Enter pharmacy name, city, and state, and click "search." A list of pharmacies will appear. *(If you don't see your pharmacy listed, search by city and state only. Remember that your pharmacy has to be a Surescripts pharmacy, so you may not be able to find a local independent pharmacy.*
      3. Once you have found your pharmacy, click on the pharmacy name in blue.
      4. Verify your pharmacy's name, address, and phone number. Click on the "Next" button. *(If you have selected the wrong pharmacy, click on the "Remove" button in blue, and start your search over.)*

   • **Medications Tab.** Enter all of your current medications.
      1. Click on the blank field next to "Drug Name" and start typing. Medications will auto-populate. Click on the medication, and a box will appear to the right. If you know the dose, select it 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. Add as many medications as needed.
      2. If you cannot find the correct medication, scroll down to bottom of page, click in the box below "OTHER MEDICATIONS" and type it in.
      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, click on the blue "delete" button to the right.
      5. If you like, add information into the blank fields next to each medication *(frequency, date started, etc.)*
      6. When finished, scroll to the bottom and select "Save and Continue.

   • **Allergies Tab.** Enter any known drug allergies.
      1. Click on the blank field and start typing. Allergies will auto-populate. Click on the appropriate one.
      2. If you cannot find your allergy listed, click in the box below "OTHER ALLERGIES," and type it in.
      3. If you have no known drug allergies, click on the "Mark NKDA" tab at the top of the page.
      4. If you wish, 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.
      6. When finished, scroll to the bottom and select "Save and Continue."

- **Past Medical History Tab.** Enter your medical and surgical history by clicking on the box next to the medical condition that applies. Select as many as necessary. If condition is not listed, click in the box next to "Other," and type the condition in the box.
    1. If you have selected something by mistake, click on the box again, and the check mark will disappear.
    2. Scroll down to enter your surgical history the same way.
    3. If you have no medical conditions and/or previous surgeries, please select "None."
    4. When finished, scroll to bottom and select "Save and Continue."

- **Skin Disease History Tab.** Enter any previous skin problems.
    1. Click on the box next to the condition that applies. 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.
    4. When finished, scroll to the bottom and select "Save and Continue."

- **Plastic Surgery History Tab.** Enter any previous surgeries.
    1. Click on the box next to the surgery that applies. If you do not see your surgery listed, click in the "Other" box, and type in your surgery.
    2. If you have no previous surgeries, please select "None."
    3. When finished, scroll to the bottom and select "Save and Continue."

- **Social History Tab.**
    1. Document smoking status, as well as drug and alcohol history by clicking on the box that applies.
    2. When finished, scroll to the bottom of the screen and select "Save and Continue."

- **Quality Measures**
    1. Click Continue.

- **Implantable Measures**
    1. Click Continue.

- **Family History.** Enter any previous family history. If no past history, just click "Save."
    1. Type family history of…
    2. Select family members.
    3. Click "Save." You have completed your medical history.

- **Problem List Tab.** View any condition your doctor has diagnosed and its date. *You are not able to change any information in this tab.*

5. **Additional Tabs.** For more information, click on "Visit Info" at the top left of the page in the purple bar.

- **My Health Tab.** View notes and information given at your appointment. *You are not able to change any information in this tab.*

- **Tests and Results Tab.** View any test or lab that was performed or ordered for you, as well as the results, if available. *You are not able to change any information in this tab.*

If you have any questions, please contact your Piedmont Plastic Surgery & Dermatology office.

Charlotte/Blakeney	**Charlotte/Cotswold**	**Denver**	**Gastonia/Cox Rd.**	**Gastonia/New Hope Rd.**	**Hickory/Tate Blvd.**	**Shelby**	**Cornelius**
5815 Blakeney Park Dr.	309 S. Sharon Amity Rd.	7476 Waterside Loop Rd.	959 Cox Rd.	649 N. New Hope Rd.	315 19th St. SE	105 Delta Park Dr.	19900 W. Catawba Ave.
Suite 100	Suite 200	Suite 600	Gastonia, NC 28054	Gastonia, NC 28054	Building 100 & 200	Shelby, NC 28150	Suite B
Charlotte, NC 28277	Charlotte, NC 28211	Denver, NC 28037			Hickory, NC 28602		Cornelius, NC 28031
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