

Ashley Regional Medical Center



MyHealthPoint

ACCESSING YOUR PERSONAL HEALTH INFORMATION

MY LOGIN INFORMATION:

EMAIL

PASSWORD

What is MyHealthPoint?

The **MyHealthPoint** website makes accessing your personal health information easy, secure, and convenient. With MyHealthPoint, you can view your health records any time of day and from any location with an internet connection.

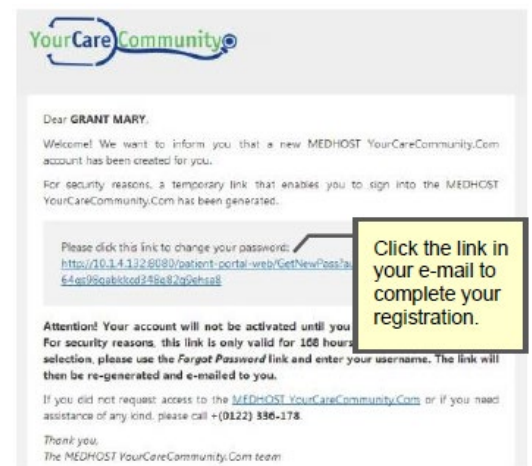
How do I get started?

To complete your **MyHealthPoint** registration, you will need to verify your identity by following a link that will be emailed to you. Once you receive the email, click the link to be directed to the Sign in page. If you haven't done so already, you will be prompted to verify demographic information, set a password, and select a security question.

Signing in AFTER you have already set a password:


1. Go to <https://ashley.myhealthpoint.lpnt.net/>
2. Type in your email address.
3. Type in your password. (Passwords are case sensitive)
4. Click on "Submit". The Home Page (Shown on Page 2) will display.

NOTE: If this is your first time signing in, you will be prompted to read and agree to MyHealthPoint terms of use before proceeding.



If you forget your password:

1. Click "Forgot Password"
2. Type your email address in the Email field.
3. Click "Get New Password". A new page will display and direct you to your email for further directions.

Sign in 

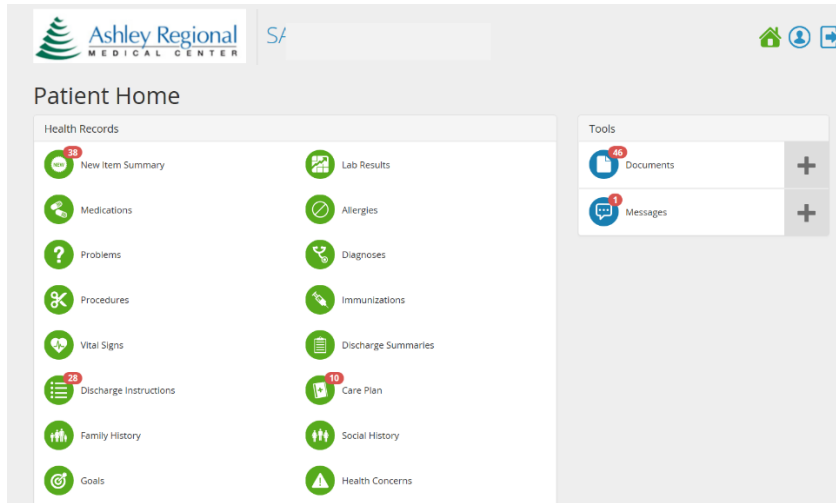
E-Mail

Password

[Forgot Password?](#)

How do I navigate MyHealthPoint?

After you sign in, the Home page (shown below) will display.



How do I manage documents?

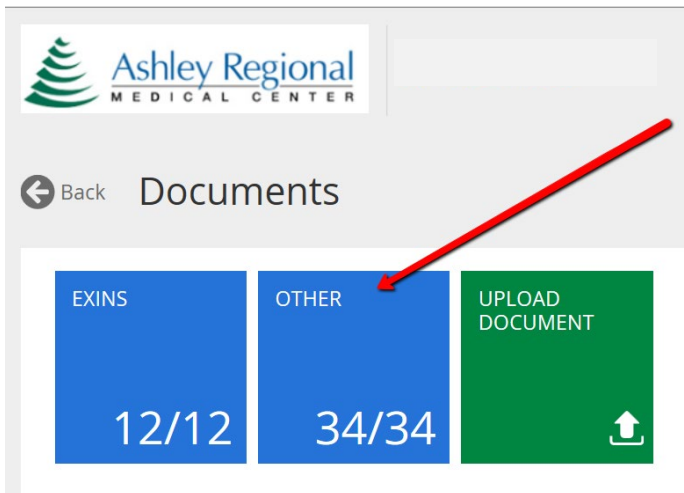
You can view, email, download, archive, delete, and upload documents.

NOTE: Archiving a document hides the document by moving it to an archive so that it is no longer viewable in its regular list. Archived documents can be unhidden.

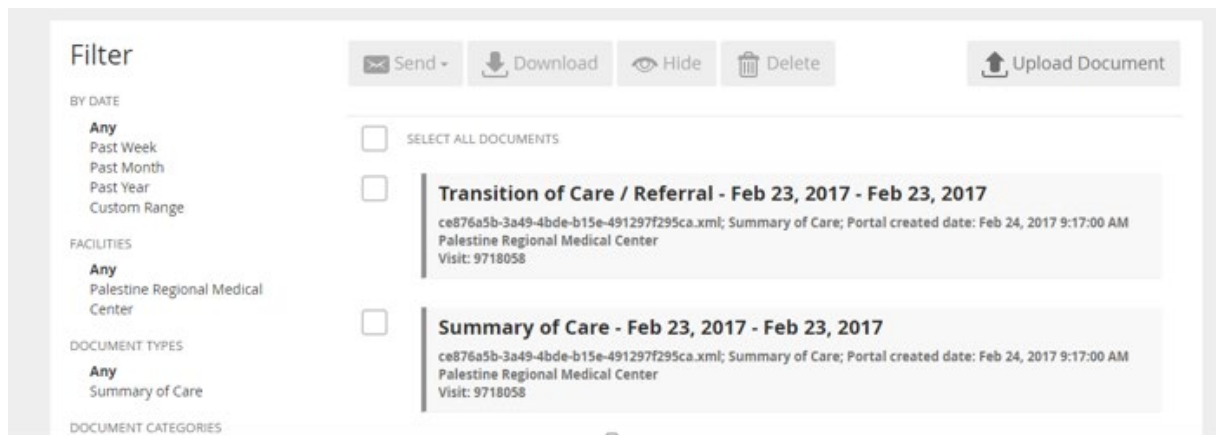
Deleting the document is permanent and cannot be undone.

To View a document:

1. From the **Patient Dashboard** click on "**Documents**" to the right of the screen. The **Documents** page will display.



2. Click the "OTHER" tile. A list of available documents will display.
3. Click the document you want to view. The selected document will display.
4. Click on the document to open. From there you will be able to view, email, download, or delete your document.



To download a document to your computer:

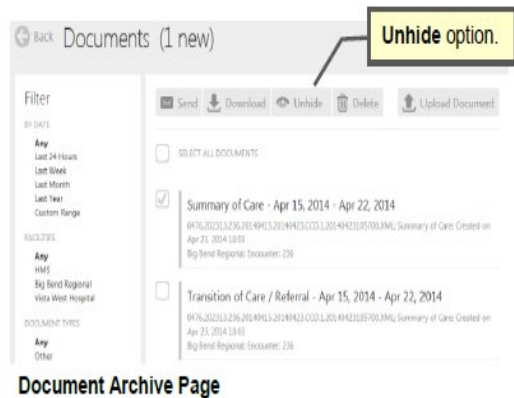
1. Find the document you want to download by following steps 1 and 2 of "To view a document" (above)
2. Select the check box to the left of the document you want to download.
NOTE: More than one document can be selected.
3. Click "**Download**".
4. Follow your computer's prompts to select a download location on your computer.

To Hide a document:

1. Find the document you want to Hide.
2. Select the check box to the left of the document.
3. Click **“Hide”**

To Unhide a document:

1. From the Documents page Click the Hidden tile. A list of hidden documents will appear.
2. Select the check box to the left of the document you want to Unhide.
3. Click **“Unhide”**. The document will be moved to the location it was originally archived from.

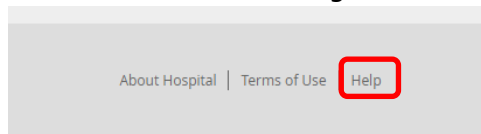


How do I get more HELP?

Questions on how to use the site?

The help system provides detailed instructions on using the site. To open, click **Help** from the toolbar at the

bottom right of the window.



MORE QUESTIONS?

Contact a representative at Ashley Regional Medical Center: