



## WEBPORTAL ACCESS INSTRUCTIONS

**(Do not use the Webportal for urgent request. Please contact us by phone for any urgent needs.)**  
**Ask us about Webportal registration if you are not already registered!**

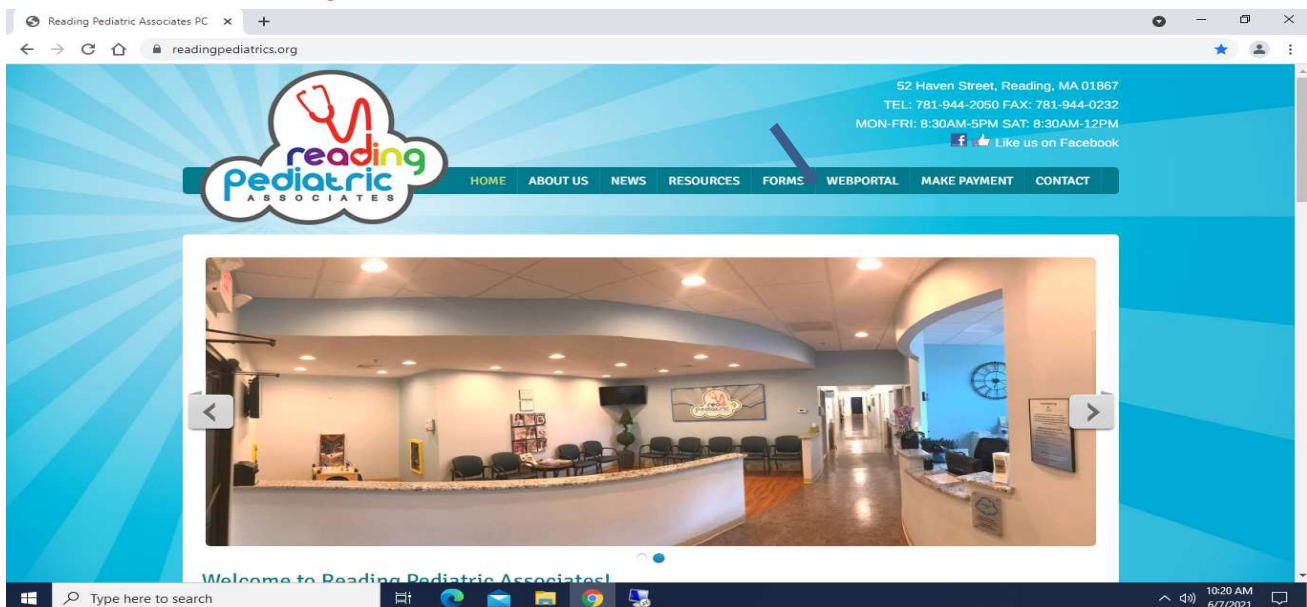
The WEBPORTAL allow you to **securely**:

- Link multiple siblings/patients under one account (Under the age of 18 years old)
- Communicate and share information with the office
- View/print completed office visit clinical summary notes, which are sent automatically via Webportal messages
- View/print labs results – Winchester Hospital network (only) labs from outside sources are not linked to our Webportal
- View/print immunization records
- View/print upcoming appointments
- Schedule “Waitlist appointments” – We will contact you to confirm your appointment details
- Send/Receive school and physical forms via messages
- Request/print your medical records
- Attach images for review

**(Please use the web portal message (only) to securely share images with us. Address message to “RPA Images.” Please resize images to the smallest size and attached to web portal message.)**

**ACCESS the Web Portal by going to:** [Reading Pediatrics Web Portal](https://readingpediatrics.org/?page_id=1348) **OR**  
**ENTER:** [https://readingpediatrics.org/?page\\_id=1348](https://readingpediatrics.org/?page_id=1348) in your search address.

**Look for blue arrows throughout handout.**



OR

Web Portal

also allowing you to:

- Communicate safely with your provider through secure e-mail
- View upcoming appointments
- Request a copy of your immunization records
- Have a summary of your visit sent automatically to you after each visit
- Attach school forms, and physical forms that need to be filled out, signed and returned
- Request your medical records
- Attach images for our providers to review

(We strongly encourage our patients to use the web portal if they need to share any images with our providers. This is a better option than sending it through unsecured e-mail. The image should be resized to the smallest size and attached to the web portal message and sent to Operator Group "WV Images".)

Ask us for a registration form on your next visit!

You can access our Web Portal by going to:

[Reading Pediatrics Web Portal](#)

(Do not use the portal for urgent request of medical advice. Instead, we encourage you to contact us directly by phone for any urgent needs.)

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https://readingpediatrics.mymedaccess.com/login

## PATIENT PORTAL LOGIN

HOME

PATIENT FORMS

Updax v2016.1  
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**reading pediatric ASSOCIATES**

Reading Pediatric Associates PC

52 Haven St  
52 Haven St, Reading, MA 01867  
Directions  
View larger map

Colombo's Pizza & Cafe  
Bunratty Tavern  
Comically Speaking  
52 Haven St, Reading, MA 01867  
Dunkin'  
McDonald's

**LOGIN**

Username

Password

Forgot username?  
Forgot password?

LOGIN

## HOMEPAGE – USE GREEN SIDEBAR TABS TO NAVIGATE BETWEEN PAGES

Home | Updax

readingpediatrics.mymedaccess.com/home

Apps Imported Updax Box NPI ICD-10 IPA CHANGE (EMEDION) MASSHEALTH HPCH hermesiq ProAuth FALLON FALLON FIND A DR Reading list

Home Locations Reading Pediatric Associates PC

DM DIANDRA MOUSE Log out

Home

Health

Family

Messages

Appointments

Forms

Account

Updax v20161 © 2021 Updax

### My Location

#### Reading Pediatric Associates PC

52 Haven Street  
Reading, MA, 01867  
P | (781) 944-2050  
E | contact@readingpediatrics.org

#### HOURS

MON:	8:30 AM - 5:00 PM
TUE:	8:30 AM - 5:00 PM
WED:	8:30 AM - 5:00 PM
THU:	8:30 AM - 5:00 PM
FRI:	8:30 AM - 5:00 PM
SAT:	8:30 AM - 12:00 PM
SUN:	CLOSED

52 Haven St  
52 Haven St, Reading, MA 01867  
View larger map  
Directions

Map showing surrounding area including Woburn St, Lincoln St, Washington St, and various businesses like Lisa Vouras DMD PC, Colombo's Pizza & Cafe, The Green Tomato, Ace Art Company, and Square Liquors.

Windows taskbar: 3:46 PM 6/7/2021

## LINKING FAMILY MEMBERS (To Link Multiple Siblings/Patients Under the age of 18 years old)

Follow these steps for each patient initially. In the future, Login to one account gives you access to all accounts

## SELECT: "ACCOUNT" – LAST TAB OF SIDEBAR (GREY AREA)

Account | Updax

readingpediatrics.mymedaccess.com/account

Apps Imported Updax Box NPI ICD-10 IPA CHANGE (EMEDION) MASSHEALTH HPCH hermesiq ProAuth FALLON FALLON FIND A DR Reading list

Account Locations Reading Pediatric Associates PC

DM DIANDRA MOUSE Log out

Home

Health

Family

Messages

Appointments

Forms

Account

Updax v20161 © 2021 Updax

### My Profile

To change your profile information, edit the text field or drop down and select Save.

#### Login Information

Username: 1539736925

Password: [Redacted]

EDIT PASSWORD

#### Contact Information

Email address: joycelyn.skalberg@readingpediatrics.org

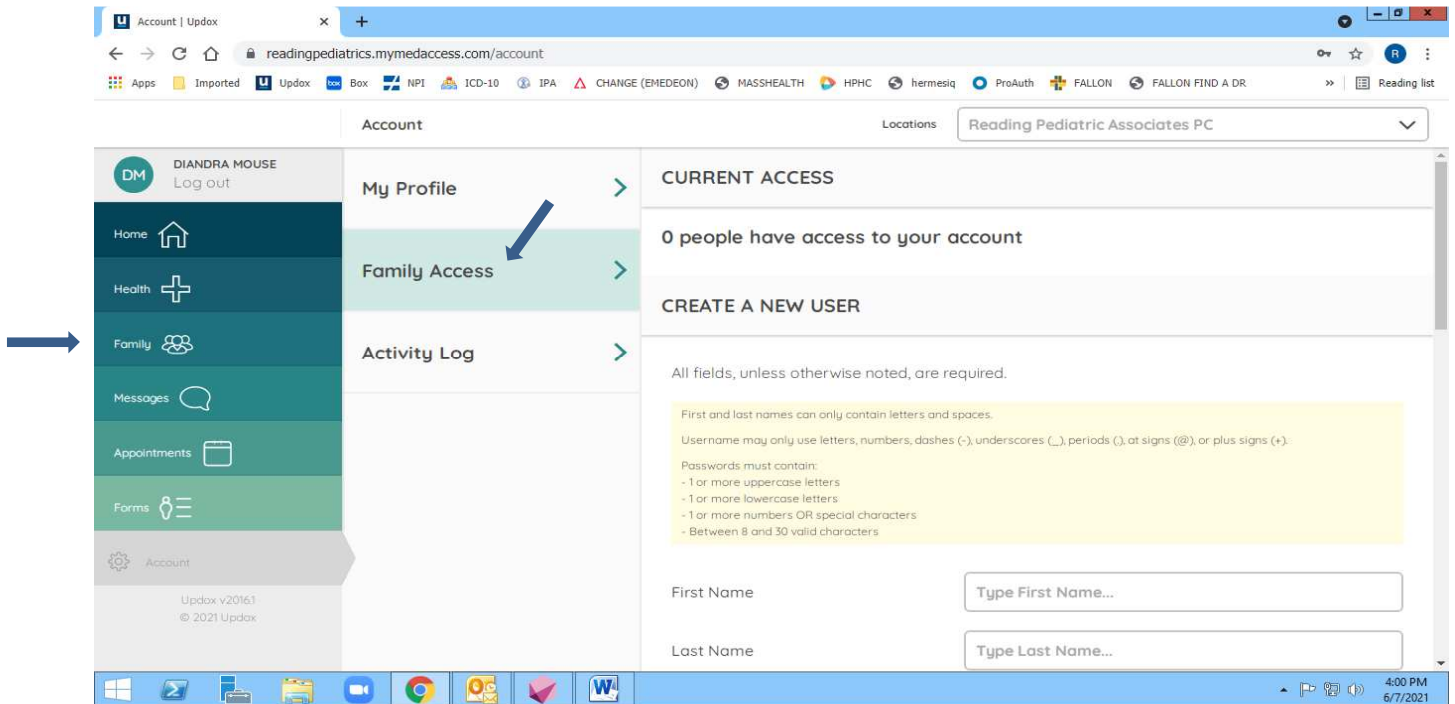
Home number: Type Home number ...

Cell number: Type Cell number ...

Windows taskbar: 3:59 PM 6/7/2021

SELECT: "FAMILY" (GREEN TAB)

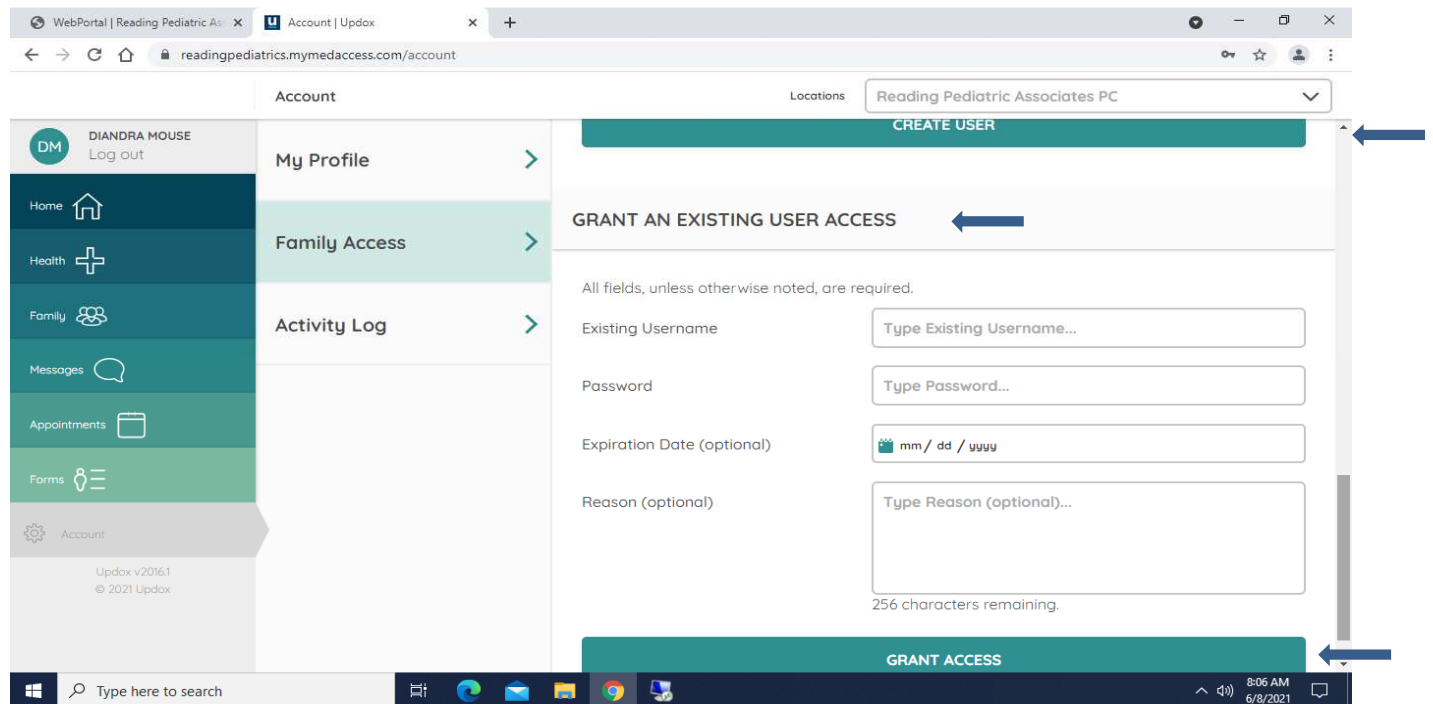
SELECT: "FAMILY ACCESS" (UNDER ACCOUNT TAB)



SCROLL TO "CREATE USER" ON RIGHT SIDE OF SCREEN

COMPLETE "GRANT AND EXISTING USER ACCESS"

SELECT: "GRANT ACCESS"



Once accounts are linked:

SELECT: "SWITCH" to toggle between multiple siblings/patients accounts

Once accounts are Link you will be able to sign into one account to access all linked accounts.

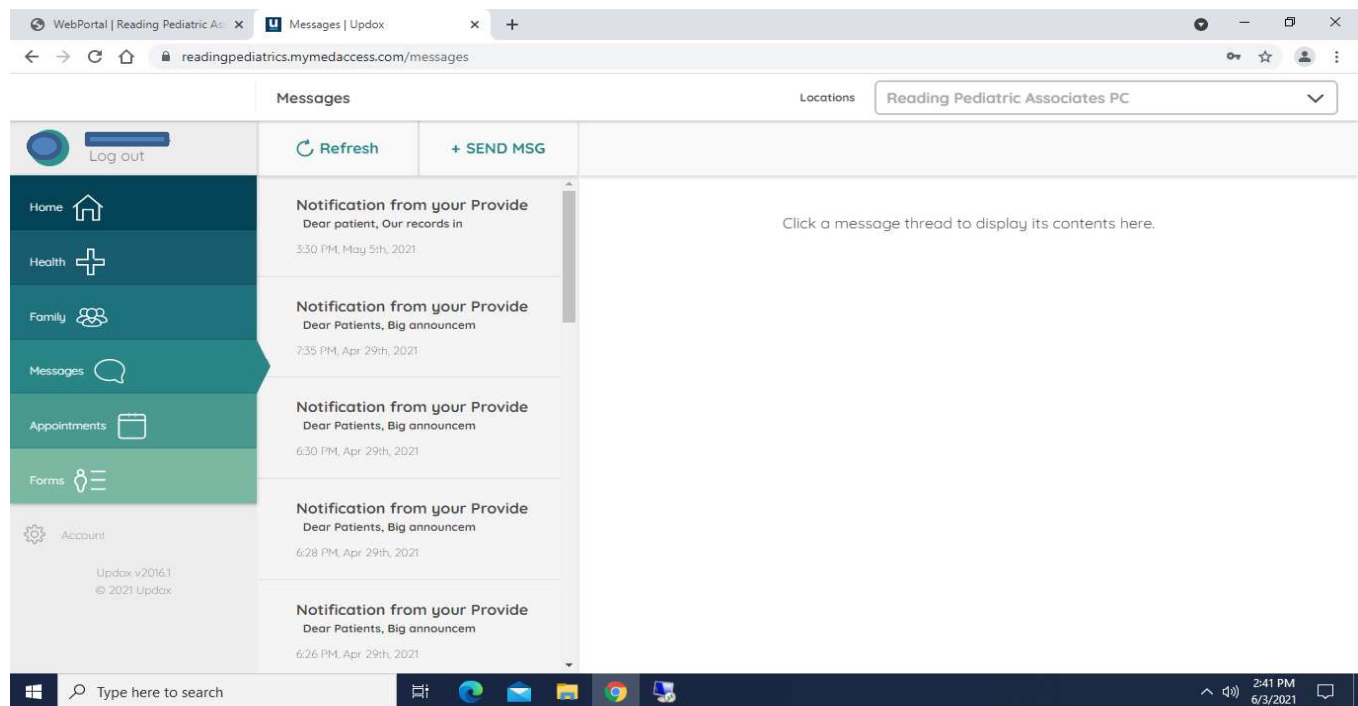
The screenshot shows a web browser window with the URL `readingpediatrics.mymedaccess.com/family`. The page title is "Family". The top right shows the location "Reading Pediatric Associates PC". The left sidebar contains navigation links: Home, Health, Family (selected), Messages, Appointments, and Farms. Below these is an "Account" section with "Updox v20161" and "© 2021 Updox". The main content area displays two accounts:

- DAFFY MOUSE (Me)**: Apr 26, 2015, 6 years old. Status: Verified (checkmark).
- DIANDRA MOUSE**: Aug 04, 2008, 12 years old. A **SWITCH** button is located to the right of this account, with a blue arrow pointing to it.

The Windows taskbar at the bottom shows the search bar "Type here to search" and the system clock "7:55 AM 6/8/2021".

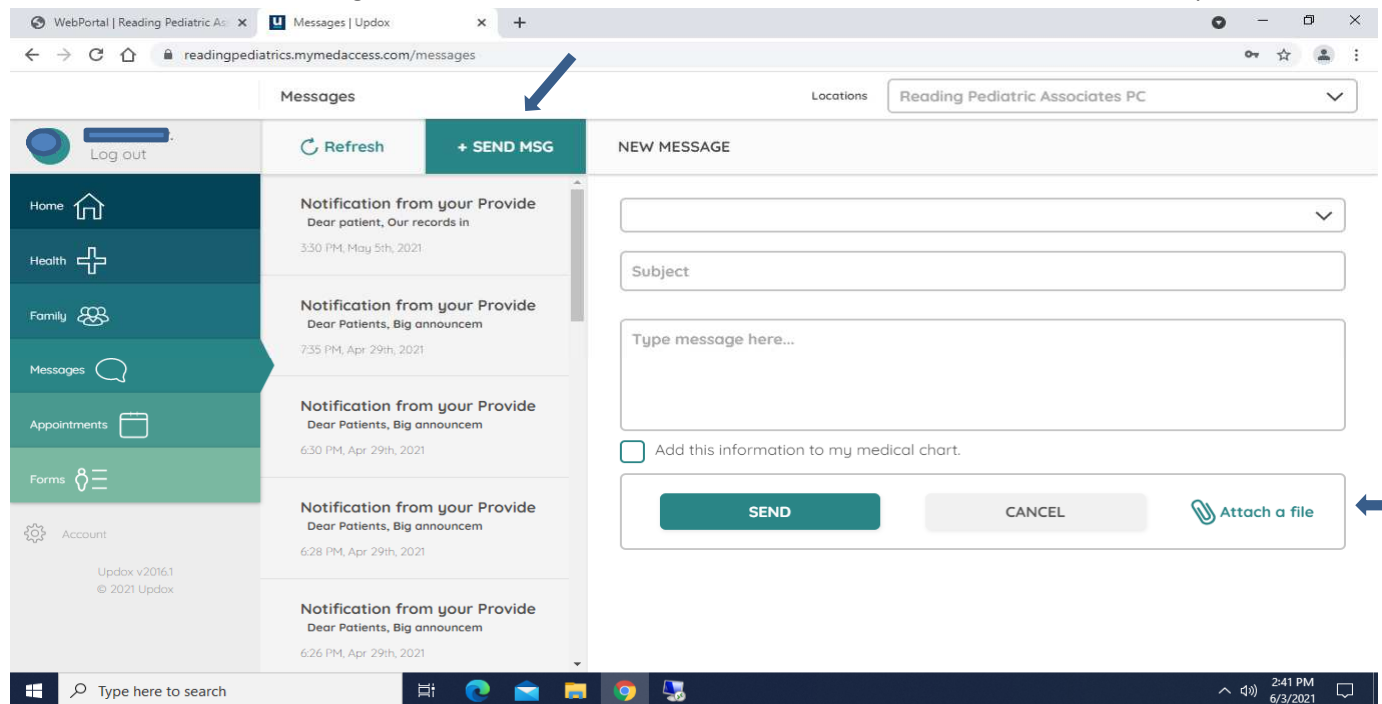


## SELECT: "MESSAGES" to communicate with our office



## SELECT: FORMS TO COMPLETE AND ATTACH TO YOUR MESSAGE

FORMS AVAILABLE: Screenings; New Patient; Medical Referral/Prior Authorization; and Records Request



## ADDRESSEE DROPDOWN MENU

The screenshot shows the 'Messages' page in the Updax web portal. The left sidebar contains navigation links: Home, Health, Family, Messages, Appointments, and Forms. The main content area is divided into two sections: 'Messages' and 'NEW MESSAGE'. The 'Messages' section displays a list of notifications from the provider. The 'NEW MESSAGE' section contains a form for sending a message. A dropdown menu is open in the 'NEW MESSAGE' form, showing a list of addressees: 'RPA REFERRAL REQUEST', 'RPA REFERRAL REQUEST', 'RPA FEEDBACK', 'DARCEY SANTOS', 'HAFSIK MIN', and 'KATHRYN GRAF'. A blue arrow points to the dropdown menu.

## LIST OF FORMS – Any title with # of “0” is a title page only select forms underneath title

The screenshot shows the 'Forms' page in the Updax web portal. The left sidebar contains navigation links: Home, Health, Family, Messages, Appointments, and Forms. The main content area is divided into two sections: 'Forms' and a message. The 'Forms' section displays a list of forms: 'X0 - NEW PATIENTS', 'X1 - Consent To Tre...', 'X2 - Demographic ...', 'X3 - Family History', 'X4 - Past Medical ...', 'Z0 - REFERRALS', and 'Z1 - Referral/Prior ...'. A blue arrow points to the list of forms. The message on the right says: 'Clicking a Form Title will display the Form here.'

## SELECT: APPOINTMENTS TO REQUEST A WAITLIST APPOINTMENT

We will contact you with your appointment confirmation and details

The screenshot shows the Updox Appointments page. The left sidebar has a navigation menu with 'Appointments' highlighted. The main content area is titled 'WAITLIST' and contains a form to request a waitlist appointment. The form includes fields for 'Where' (a dropdown menu), 'With' (a dropdown menu), and 'When' (a date/time selector with a calendar icon). Below these fields are two 'AM' buttons. The right sidebar shows 'UPCOMING APPOINTMENTS' and 'PAST APPOINTMENTS'. The 'UPCOMING APPOINTMENTS' section displays a single appointment for Tuesday, December 29, at 1:20 PM, for a 5-year-old child named DARCEY SANTOS. The 'PAST APPOINTMENTS' section is currently empty.

## SELECT "HEALTH" to view health information

The screenshot shows the Updox Home page. The left sidebar has a navigation menu with 'Health' highlighted. The main content area is titled 'My Location' and displays information for Reading Pediatric Associates PC. The address is 52 Haven Street, Reading, MA, 01867. The phone number is (781) 944-2050. The email address is contact@readingpediatrics.org. The hours of operation are listed: MON: 8:30 AM - 5:00 PM, TUE: 8:30 AM - 5:00 PM, WED: 8:30 AM - 5:00 PM, THU: 8:30 AM - 5:00 PM, FRI: 8:30 AM - 5:00 PM, SAT: 8:30 AM - 12:00 PM, and SUN: CLOSED. The right sidebar shows a map of the location at 52 Haven St, Reading, MA 01867. The map includes various landmarks and nearby businesses.



## SELECT “VIEW INFORMATION” or Enter a Specific Date Range

The screenshot shows the 'Health' section of the portal. The left sidebar contains navigation links: Home, Health, Family, Messages, Appointments, Forms, and Account. The main content area displays a list of visits. The first visit is on 'TUESDAY | Dec 29, 2020 6:07 PM'. Below the date, there are four buttons: 'Save Information', 'Save File', 'Send Information', and 'VIEW INFORMATION'. A blue arrow points to the 'VIEW INFORMATION' button. The second visit is on 'TUESDAY | Dec 29, 2020 3:07 PM' and also has a 'VIEW INFORMATION' button. The third visit is on 'WEDNESDAY | Sep 09, 2020 1:00 PM'. At the top right, there is a 'SUBMIT' button with a blue arrow pointing to it. The top navigation bar includes 'WebPortal | Reading Pediatric Assoc.', 'My Records | Updax', and a search bar. The bottom status bar shows the time as 3:33 PM on 6/1/2021.

## SELECT “VIEW PREFERENCES”

The screenshot shows the 'View Preferences' menu in the 'Health' section. The left sidebar is the same as in the previous screenshot. The main content area displays a list of preferences with checkboxes and up/down arrows. The 'View Preferences' button is highlighted with a blue arrow. The preferences list includes: Advance Directives, Allergies And Adverse Reactions, Care Team, Contributors, Dates, Encounters, Functional Status, History Of Present Illness, Immunization, Instructions, Insurance, and Medication History. Below the list is a 'Save Preferences' button. To the right of the preferences list, there are sections for 'Language', 'Religious Affiliation', 'Ethnicity', and 'Patient Identifiers'. The top navigation bar includes 'WebPortal | Reading Pediatric Assoc.', 'My Records | Updax', and a search bar. The bottom status bar shows the time as 3:44 PM on 6/1/2021.

## SELECT specific “VIEW PREFERENCES” Example: Immunizations

The screenshot shows the 'View Preferences' interface for Immunizations. On the left, a list of preference categories includes 'Immunization', which is currently selected with a checkmark. Below this list is a 'Save Preferences' button. To the right, there are fields for patient information such as Date Of Birth, Language, Religious Affiliation, Ethnicity, and Race. At the bottom right, a table displays immunization records with columns for Status, Dose, Route, Site, and Comment.

Status	Dose	Route	Site	Comment
Done	.5 ml	Intramuscular	Left Thigh	Given By: TMA
Done	.5 ml	Intramuscular	Right Arm	Given By: DLS

You have the option to “Save Preferences”

## SELECT “View Preferences” to close preference screen

This screenshot is identical to the previous one, showing the 'View Preferences' screen for Immunizations. A blue arrow points to the 'View Preferences' button in the top navigation bar, indicating how to exit the preference screen.

Note: If you choose more than one option from “View Preference” and select print the information will print as one file.

Select “Print”

## LOG OUT WHEN DONE – The system may time out – Select “Extend Time”

WebPortal | Reading Pediatric Associates | My Records | Updax

readingpediatrics.mymedaccess.com/health

Health Locations Reading Pediatric Associates PC

Log out View Preferences Expand All Collapse All Print

IMMUNIZATION

Vaccine	Date	Status	Dose	Route	Site	Comment
DTAP	Tuesday, March 21, 2017 at 5:20:00 pm	Done	.5 ml	Intramuscular	Left Thigh	Given By: TMA
DTAP-IPV	Tuesday, December 29, 2020 at 12:50:00 pm	Done	.5 ml	Intramuscular	Right Arm	Given By: DLS
FLU VACCINE	Friday, October 25, 2019 at 10:57:00 am	Done	.5 ml	Intramuscular	Right Arm	Given By: TMA
FLU VACCINE	Tuesday, December 29, 2020 at 12:50:00 pm	Done	.5 ml	Intramuscular	Left Arm	Given By: DLS
FLU VACCINE 6-35M	Monday, September 12, 2016 at 3:00:00 pm	Done	.25 ml	Intramuscular	Right Thigh	Given By: NSK
FLU VACCINE 6-35M	Tuesday, October 18, 2016 at 4:31:00 pm	Done	.25 ml	Intramuscular	Right Thigh	Given By: HMS
FLU VACCINE 6-35M	Tuesday, December 12, 2017 at 10:41:00 am	Done	.25 ml	Intramuscular	LAT	Given By: DLS
HEP A VACC	Tuesday, December 13, 2016 at 3:08:00 pm	Done	.5 ml	Intramuscular	Right Thigh	Given By: MCS
HEP A VACC	Tuesday, December 12, 2017 at 10:41:00 am	Done	.5 ml	Intramuscular	RAT	Given By: DLS
HEPBVACCIN	Thursday, December 3, 2015 at 12:06:00 pm	Done Elsewhere				Given BI
HEPBVACCIN	Monday, February 1, 2016 at 2:49:00 pm	Done	.5 ml	Intramuscular	Right Thigh	Given By: NSK
HEPBVACCIN	Monday, September 12, 2016 at 3:00:00 pm	Done	.5 ml	Intramuscular	Left Thigh	Given By: NSK

Account Updax v2016.1 © 2021 Updax

Type here to search

1:46 PM 6/3/2021