

# Patient Engagement – Patient Instructions

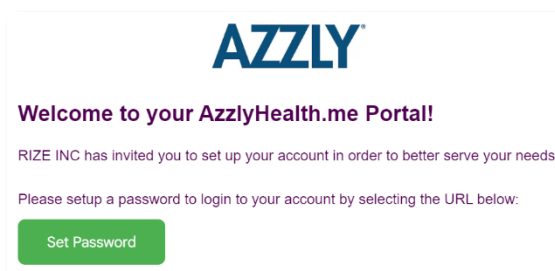
## Overview

The AZZLY Rize Patient Engagement Portal offers a secure sign using multifactor authentication and allows providers to send documentation for completion, electronic signature, as well as for a patient's own records. Patients are also able to send communication messages to their provider, and in the future will allow for viewing past and present appointments as well as making payments.

## Registering for the Patient Engagement Portal

To access the Patient Engagement Portal, you must first be activated by a member of your provider's office. Once they enable your access you will receive an email.

Click the **Set Password** button to create a new password.



**AZZLY**  
Transforming Treatment Centers

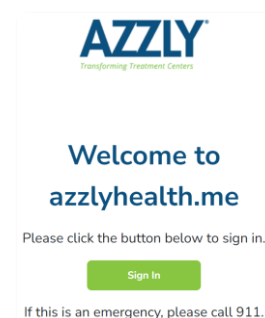
**Welcome to your AzzlyHealth.me Portal!**

RIZE INC has invited you to set up your account in order to better serve your needs.

Please setup a password to login to your account by selecting the URL below:

[Set Password](#)

Once you have created your new password, you will be returned to the landing page. Please click the green **Sign In** button to enter your email address that you used to register and your newly created password.



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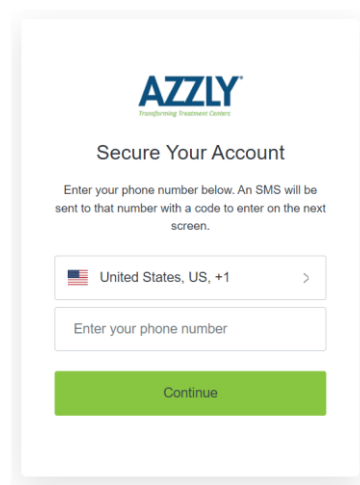
**Welcome to  
azzlyhealth.me**

Please click the button below to sign in.

[Sign In](#)

If this is an emergency, please call 911.

After login credentials are entered, you will be prompted to secure your account by verifying your identity. Enter **your phone number** and click **Continue**. An SMS will be sent to that number with a code to enter on the next screen.



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**Secure Your Account**

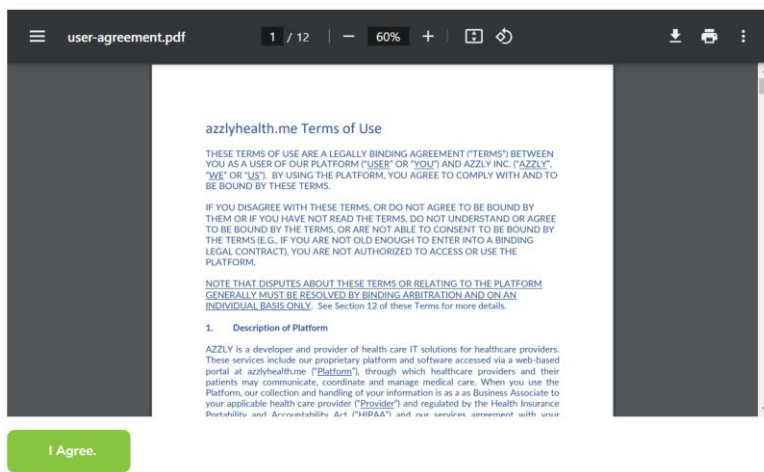
Enter your phone number below. An SMS will be sent to that number with a code to enter on the next screen.

[United States, US, +1](#) >

Enter your phone number

[Continue](#)

Please review the [azzly.me Terms of Use](#) then scroll to the bottom and click **I Agree** to proceed accessing the system.



The final step in your registration setup will be to draw your **signature** so that you may apply it as needed on forms sent to you by your provider.

To draw your signature, simply use your finger on a touch screen or you may use a mouse if accessing via desktop or laptop. If you would like to clear your signature to start over, click the **Clear** button next to the green **Submit** button.

Your signature may be updated as needed within the **Profile** section of the Patient Engagement Portal.

Once you are satisfied with your signature, check the box to consent for its storage, then click **Submit**.

**Patient: Fern Test**

Use your finger or mouse to enter your signature:

☐ I consent to having my signature stored so that I may apply it to forms requiring signature from my provider with the understanding that only I will be able to apply my signature and that it will not be used without my permission or outside of this patient engagement portal.

**Submit** **Clear**

## Signing In After Initial Registration

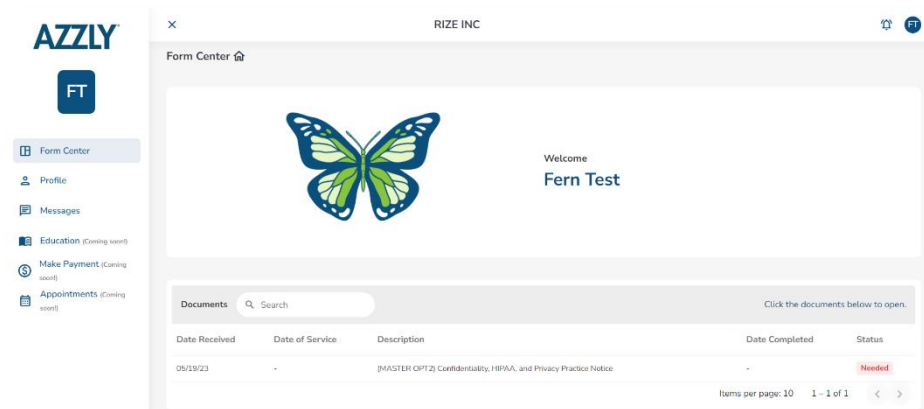
To access your Patient Engagement Portal after your initial login, navigate to the URL [azzlyhealth.me](#) and click **Sign In**.

Enter your email and password then click **Continue**.

When asked to enter your code, there the **6-digit code** sent to your phone number via SMS and click **Continue**.

**Note:** If you have forgotten your password, click **Forgot Password?** To enter your email and have a password reset instructions sent to you.

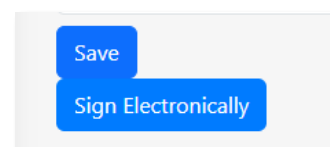
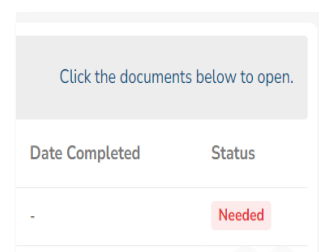
Once you have successfully logged in you will land on the Home screen, automatically defaults to the Forms Center.



When a provider sends a form to you to complete or sign, you will receive an email at your email address on file with the provider's office making you aware that you have a new form to complete. Once signed into the Patient Engagement Portal (PEP), you will also note a bell icon in the upper right corner that will display a red circle indicating the number of unread notifications you have received regarding forms to be completed.

The documents section will display the date that the form was received, the name of the form (in the *Description* column), and the Status of the form ("Needed" if it is still pending action by you, or "Complete" if you have already completed or signed the form).

To open a form, simply click within the row of the form – the form will then display so that you may enter any necessary information and electronically apply your signature so that it can then be automatically returned to your provider.



**In *any* form, whether a simple consent that only requires a signature or in a form that has fillable fields, you *must* click SAVE at the bottom of the form before clicking Sign Electronically. If you see a button labeled "Add Signature," do not click this button to apply your signature unless a second party's signature is needed (such as a Guardian or Spouse). The "Add Signature" button will allow a new signature field to display for someone *else* to draw their signature - You will only apply your signature by clicking the **SIGN ELECTRONICALLY** button that displays *after* you have clicked Save at the bottom of your form.**

Clicking the **Sign Electronically** button will automatically return your completed form to your provider.

## Profile Screen

The **Profile** screen displays your basic demographics, insurance information, and allows you to send a request to your provider to update your information. You may also choose to update your stored signature from this screen as well.

To update your signature, simply click **Update Signature** then proceed with drawing your new signature.

On the right side of your profile screen, you'll find your current insurance. If your insurance has changed, click the **Update Insurance** link to send a message to your provider containing your new insurance information. If you have a photo of your card, you may attach the photo to your message by clicking the button "Attach Image of Insurance Card."

On the left side of the screen is a green button labeled **Update Information**. When clicked, a popup window will display that will allow you to enter a message to send to your provider requesting that information in your Profile screen needs to be updated, such as a last name or phone number.

**About Me**

Full Name Fern Test	DOB 05/15/2023	Email samanthab@azzly.com
Phone Number	EMR # 413	Current Insurance BCBS - FL - BOX 1798 <a href="#">Update Insurance</a>

[Update signature](#)

**Update Insurance**

Please provide the following information:

Subscribe Name\*

Insurance Name\*

Identification Number\*

Group number\*

800 Customer Service number\*

You can find this number on the back of your card.

[Attach image of insurance card \(Optional\)](#)

[Submit](#) [Cancel](#)

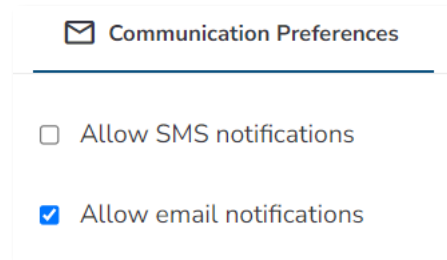
**Profile**

**Fern Test**  
Patient

**FT**

[Update Information](#)

In the lower right corner of the Profile section, you'll find **Communication Preferences**. This section allows you to choose whether you'd like to receive alerts for new forms you've received from your provider via email or SMS text message. The default selection is set to email, however you may uncheck or recheck either of the boxers as desired.



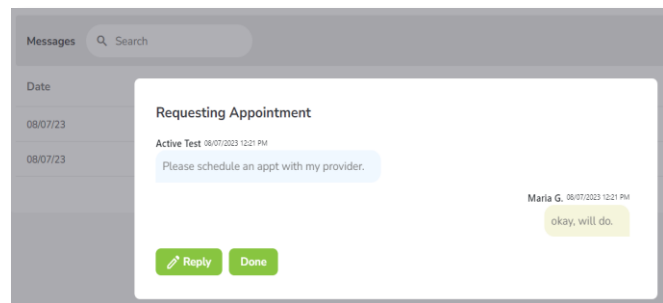
✉ Communication Preferences

☐ Allow SMS notifications

☒ Allow email notifications

## Messages

In the menu on the left side of the screen is a section labeled **Messages**. This screen will display any messages that you have sent or received within the portal, whether they were sent from this screen or from the Profile screen. To open a message, simply click on the line with the message topic. A popup will display with the conversation string displaying in it. You may click **Done** to close the window or **Reply** to send a response.



Messages Search

Date

08/07/23

08/07/23

**Requesting Appointment**

Active Test 08/07/2023 12:21 PM

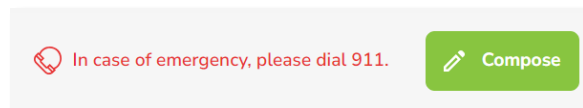
Please schedule an appt with my provider.

Maria G. 08/07/2023 12:21 PM

okay, will do.

Reply Done

In the upper right corner of the screen you'll find a **Compose** button. Clicking this button will open a popup window which will allow you to enter a subject and message. A "To" field for the recipient is not included as this message will automatically be received by your provider's office.



📞 In case of emergency, please dial 911.

✍ Compose