How do patients sign up to receive electronic statements on PatientNotebook?

PatientNotebook offers patients the opportunity to manage their healthcare records and payments by receiving electronic communications and statements from healthcare providers. Signing up to receive them is easy.

The paper statement to the patient from the provider will include information the patient will need to register for eDelivery. They should refer to the statement as needed as they follow the instructions below.

PATIENT INSTRUCTIONS

If you have not registered with PatientNotebook please proceed, *but if you have already registered please skip to Section B to see the Add a New Provider instructions.*

A. To Register and sign up for eDelivery

1. Register with **PatientNotebook**. Go to www.PatientNotebook.com

2. Click on the **"Register Now!"** link to create an account on PatientNotebook.

PatientNotebook powered by ZirMed

Create an Account

Name:	
Email Address:	
Re-enter Email Address:	

This email address will be used to verify your account, as well as if you should ever forget your password we will use this address to reset your password. This also will be your username.

Choose a Password:	
Re-enter Password:	
Security Question:	Choose a question
Answer:	

If you forget your password we will ask for the answer to your security question.

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Enter both words above, separated by a space.

☐ I agree to the terms of service

Create my Account

3. Complete the information fields to create an account. If successful, you will be prompted that an email has been sent to your email address.

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Thank you. An email has been sent to yourname@email.com. Please follow the instructions in the email to complete your

4.   Check your email for an email message from PatientNotebook.com

Subject: Patient Notebook registration confirmation

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Thanks for signing up for paperless statements!

To complete your enrollment, click the link below.
http://dev.patientnotebook.com/Signup/Confirm.aspx??enc=mcRW1qZ8OSn3snTkax2m5EvSOIU7DqoP2jiAveu5mfM=

If you are concerned about clicking links in this e-mail or the above link doesn't work, please copy and paste the link directly into your browser.

E-mail Security Information

E-mail intended for: If you are concerned about the authenticity of this message, please call your physician to verify this statement. If you would like to learn more about e-mail security or want to report a suspicious e-mail, click here to email us directly.

Note: If you are concerned about clicking links in this e-mail, the services mentioned above can be accessed by typing www.patientnotebook.com directly into your browser.

ABOUT THIS MESSAGE

This service message was delivered to you as a valued patient to provide you with account updates and information about your healthcare statements. We value your privacy and your preferences.

If you want to contact us, please do not reply to this message, but instead go to www.patientnotebook.com or email us directly: info@patientnotebook.com. For faster service, please enroll or log in to your account. Replies to this message will not be read or responded to.
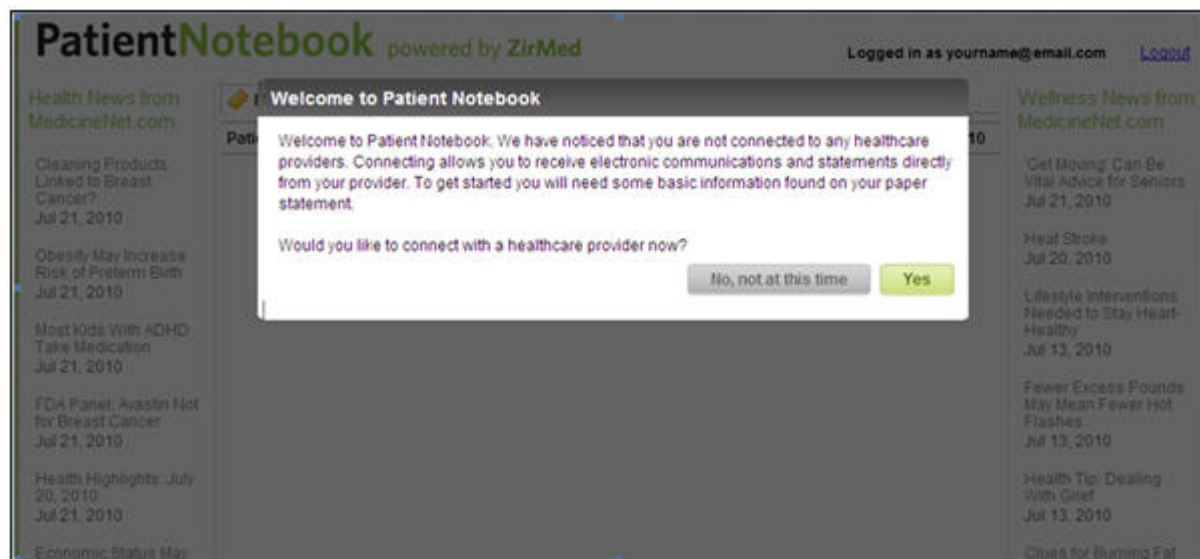
Your personal information is protected by state-of-the-art technology. For more detailed security information, view our Online Privacy Policy. To request in writing: Patient Notebook Privacy Operations. 888 West Market Street...... Louisville, KY 40202.

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5. Follow the link or copy the link and paste it in a web browser address bar.

6. It will take you to a **Complete Your Registration** Page.

7.   After you complete the registration you will be automatically navigated to **PatientNotebook**. You will be given the option to connect with a healthcare provider.

8.   Click the **Yes** button to connect with a provider.

The **Add a New Provider** screen is displayed.

9.   Enter the requested information in the textboxes.

 If desired, click the **What is this?** link beside a field for a description of the information required .

Statement ID	Your Statement ID is listed in the instructions to register for eDelivery found on your statement. This is currently an eight or nine digit number.
Zip Code	Please enter the Zip Code associated with the address where the statement was mailed. It is usually found under the Addressee section of your statement's payment coupon. The payment coupon is the perforated area that you normally tear and place in the return envelope when mailing your provider payment.
Account Number	Your Account Number is usually found in the Account Number field of your Statement's payment coupon. Sometimes the Account Number is labeled as Patient Account Number.

10. Click the **Next** button.

11. Verify your identity.

If the information is correct, click **Yes**. If the information is incorrect, click **No**. (If you click No, you will be returned to your account verification screen. Enter the correct information on the screen.)

Your registration to receive electronic correspondence from the provider is complete.

If desired, click the link to add another provider.

NOTE: If the provider you wish to add does not offer eDelivery, the following message will pop up:

"We're sorry. Your healthcare provider does not currently use this service. Please contact them to request eDelivery of statements."

12. View the electronic statement when it appears in your PatientNotebook mailbox.

B. If you're already registered with PatientNotebook

If you have already registered with PatientNotebook, follow the instructions below to Add a New Provider.

1. Sign on to PatientNotebook.

2. Click the Add a New Provider tab to connect with a provider.

NOTE: If the provider you wish to add does not offer eDelivery, the following message will pop up:

> "We're sorry. Your healthcare provider does not currently use this service. Please contact them to request eDelivery of statements."

3. **Follow steps 9 through 12 as above.**