



Sending a Message in IntelliChart Portal

Follow this guide to send a message to our office through the portal.

Note: Use portal messages to request a form such as:

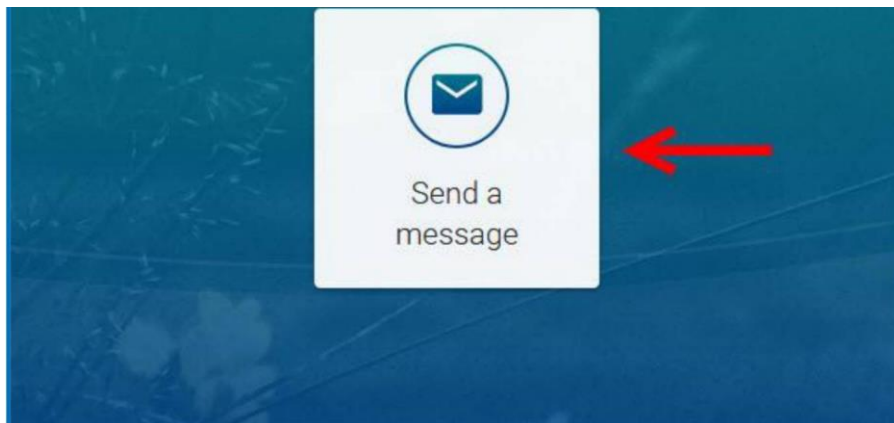
Camp forms, Daycare forms, Lead screening forms, etc.

OR

To upload a copy of your new insurance card

Navigate to <https://patientportal.intellichart.com>
and log in to your account to get started.

Step 1



Click on "Send a Message" in the welcome screen.

Step 2

The screenshot shows the message composition interface in the InteliChart Portal. It includes the following elements:

- On behalf of:** A dropdown menu with "MICKEY MOUSE" selected, highlighted with a red box and a red circle with the number 1.
- Practice:** A dropdown menu with "Palatine Pediatrics" selected.
- Location:** A dropdown menu with "Palatine Pediatrics" selected.
- To:** A dropdown menu with "General Messages" selected.
- Subject:** A text input field with the placeholder "Type your subject here", highlighted with a red box and a red circle with the number 2.
- Attachment:** A red circle with the number 3 highlights the attachment icon (a paperclip) in the top left of the message body area.
- Message Body:** A large text area with the placeholder "Type your message here.", highlighted with a red box and a red circle with the number 4.
- Character Count:** A label "Characters: 977" is located at the bottom left of the message body area.
- Buttons:** At the bottom right, there are two buttons: "CLOSE" and "SEND MESSAGE". The "SEND MESSAGE" button is highlighted with a red box and a red circle with the number 5.

1. Select the name of the child you are sending a message for.
 2. Create your subject line.
 3. Upload the document you are sending to us / the form you need completed.
 4. Type in your message.
 5. Click the "Send Message" button.
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