

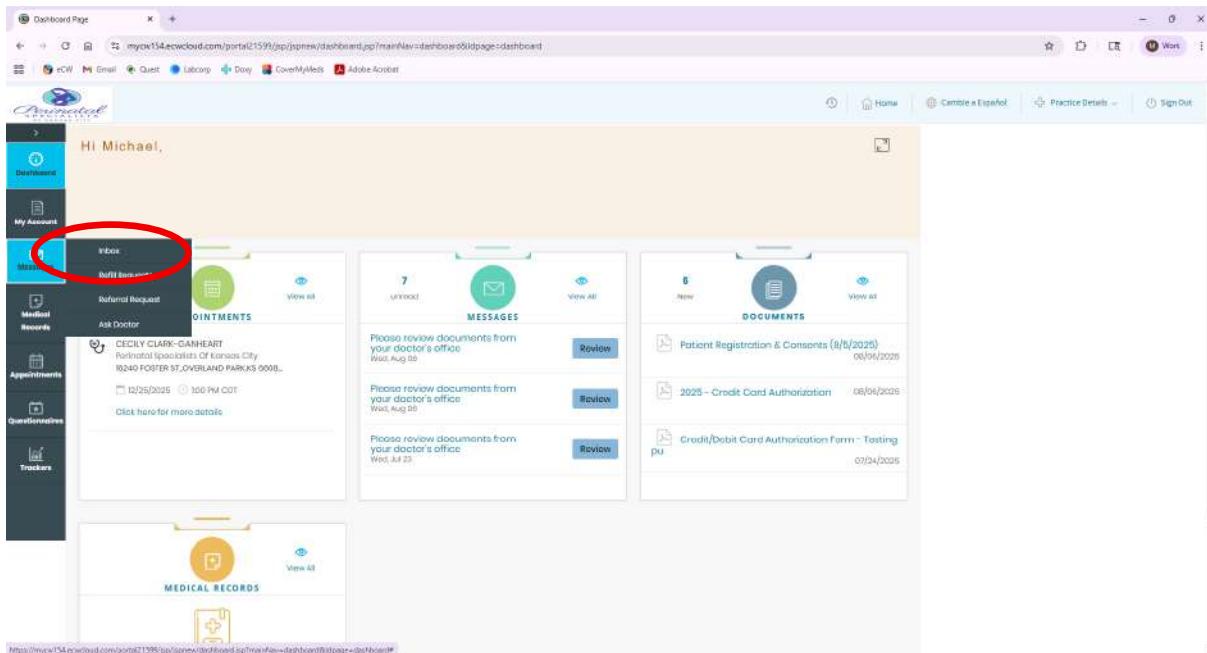


Perinatal
SPECIALISTS
OF KANSAS CITY

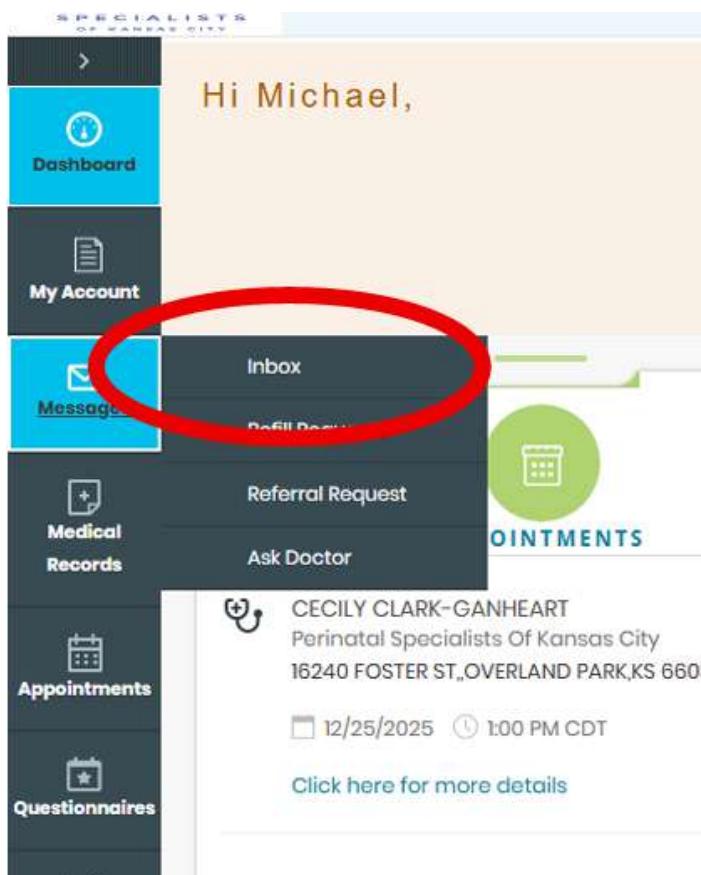
Tutorial on Uploading GDM Logs onto the Patient Portal

MICHAEL GANHEART

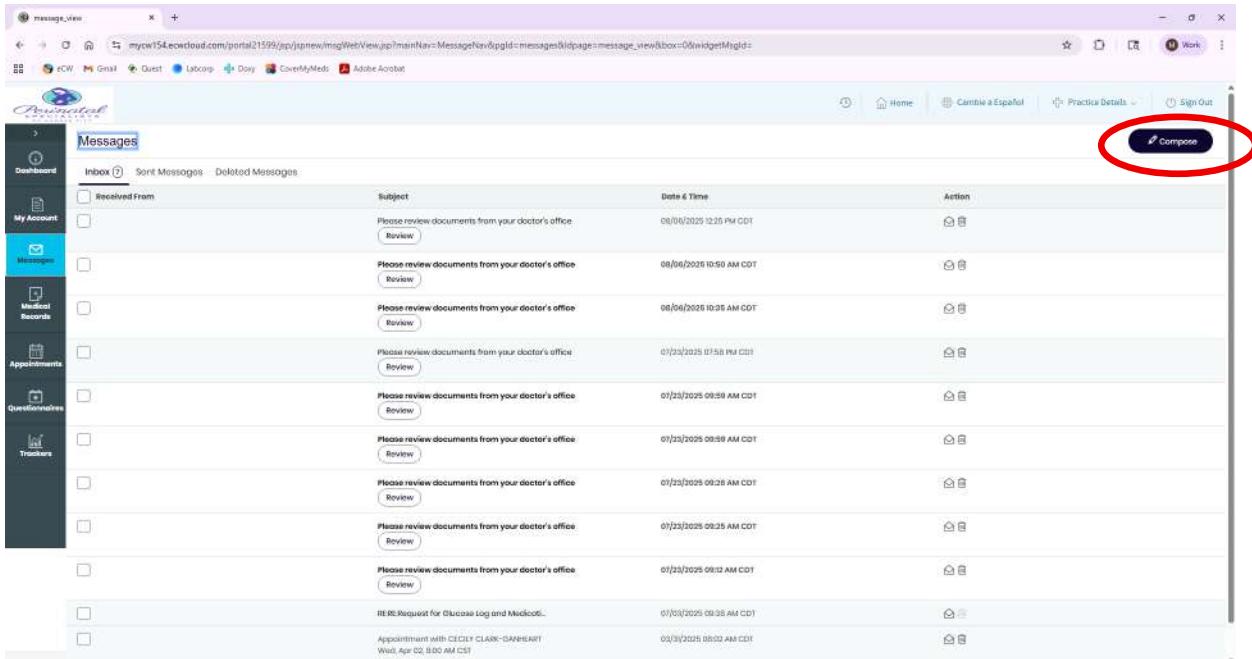
In the patient portal on the left pane, select Messages -> Inbox:



Larger image:

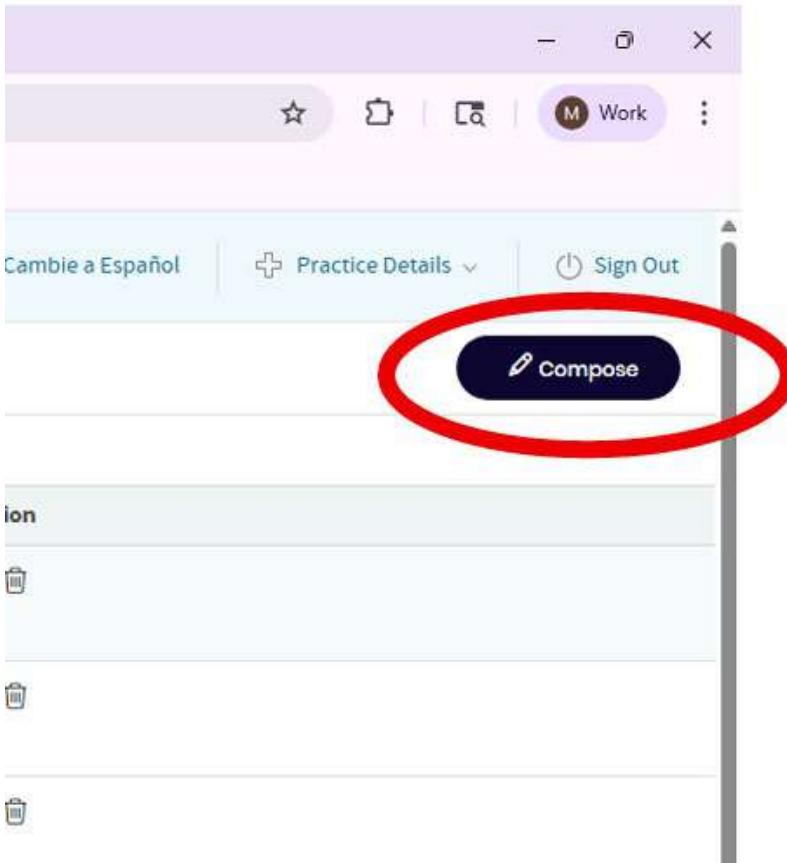


Near the upper right corner of the window, select Compose:



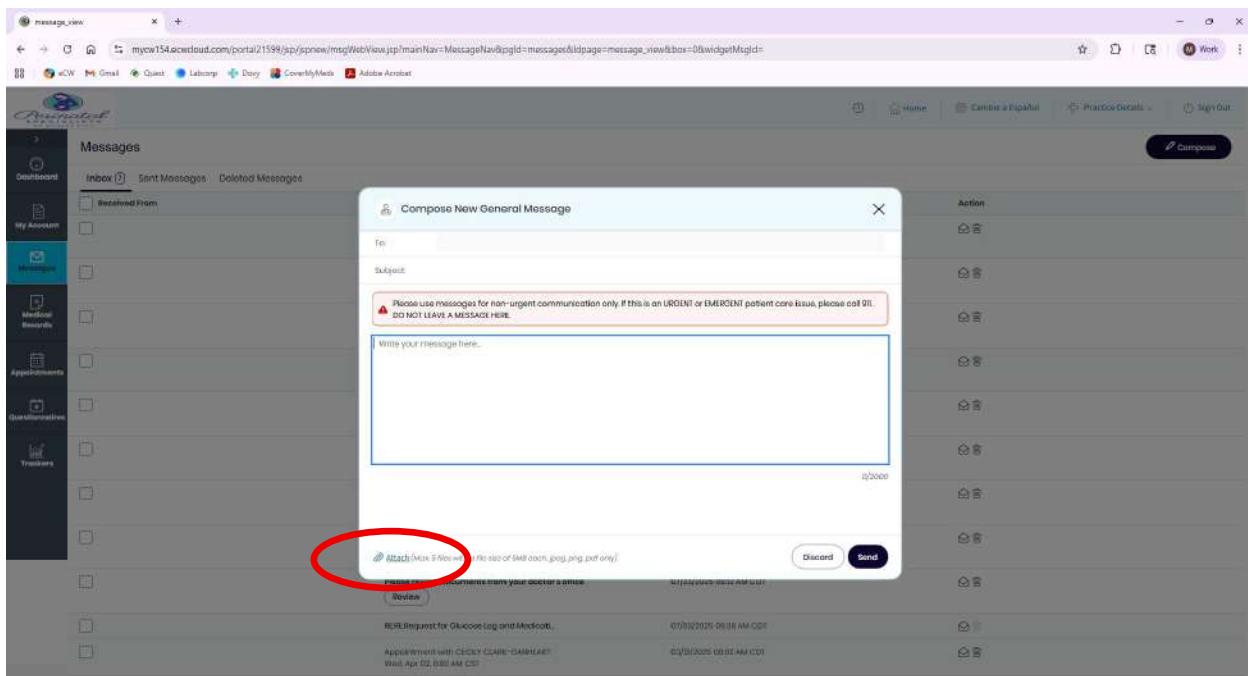
The screenshot shows the 'Messages' screen of the software. On the left is a vertical sidebar with icons for Dashboard, My Account, Messages (which is selected and highlighted in blue), Medical Records, Appointments, Questionnaires, and Test Trackers. The main area is titled 'Messages' and shows an 'Inbox' with 13 messages listed. Each message has a checkbox, a subject line, a date and time, and two small icons. In the top right corner of the main area, there is a dark blue button with a white 'Compose' text and a pen icon. This button is circled with a red oval.

Larger image:

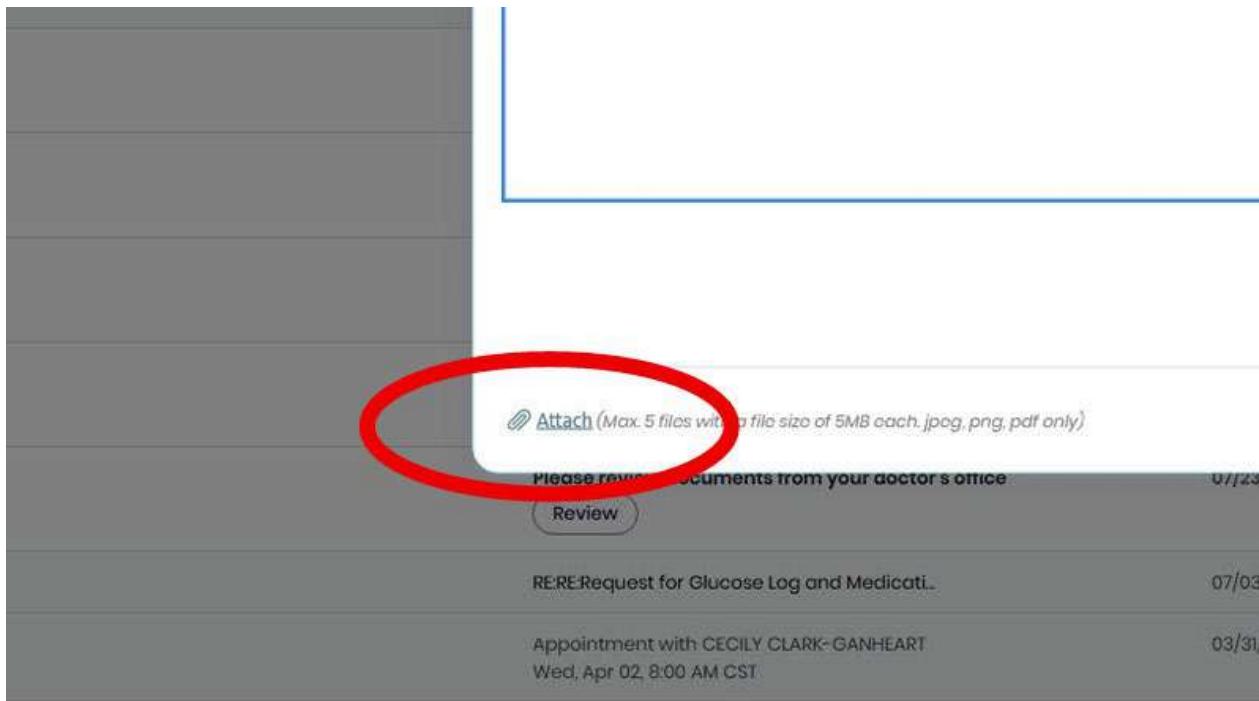


This is a larger screenshot of the same software interface, focusing on the top right corner. The 'Compose' button is again highlighted with a large red oval. The interface includes a top navigation bar with icons for star, folder, search, and 'Work' (which is selected and highlighted in purple). Below the navigation bar are buttons for 'Cambio a Español', 'Practice Details', and 'Sign Out'. The main content area is partially visible, showing some text and icons.

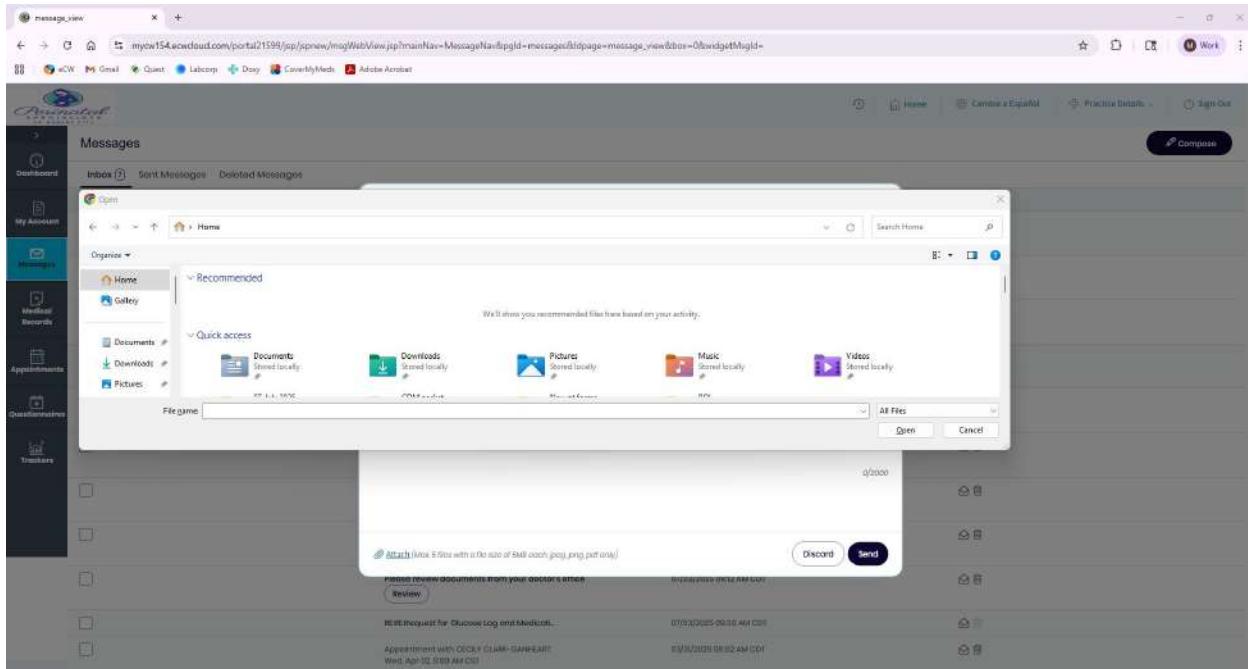
In the window that pops up, select the Attach link:



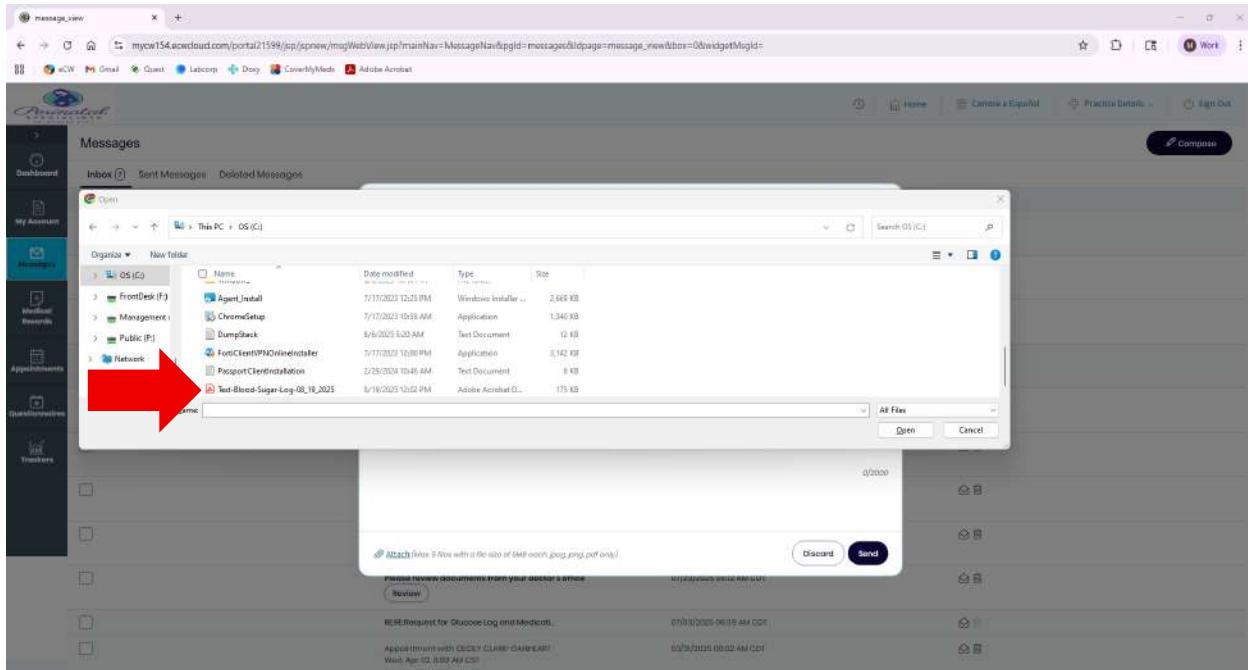
Larger image:



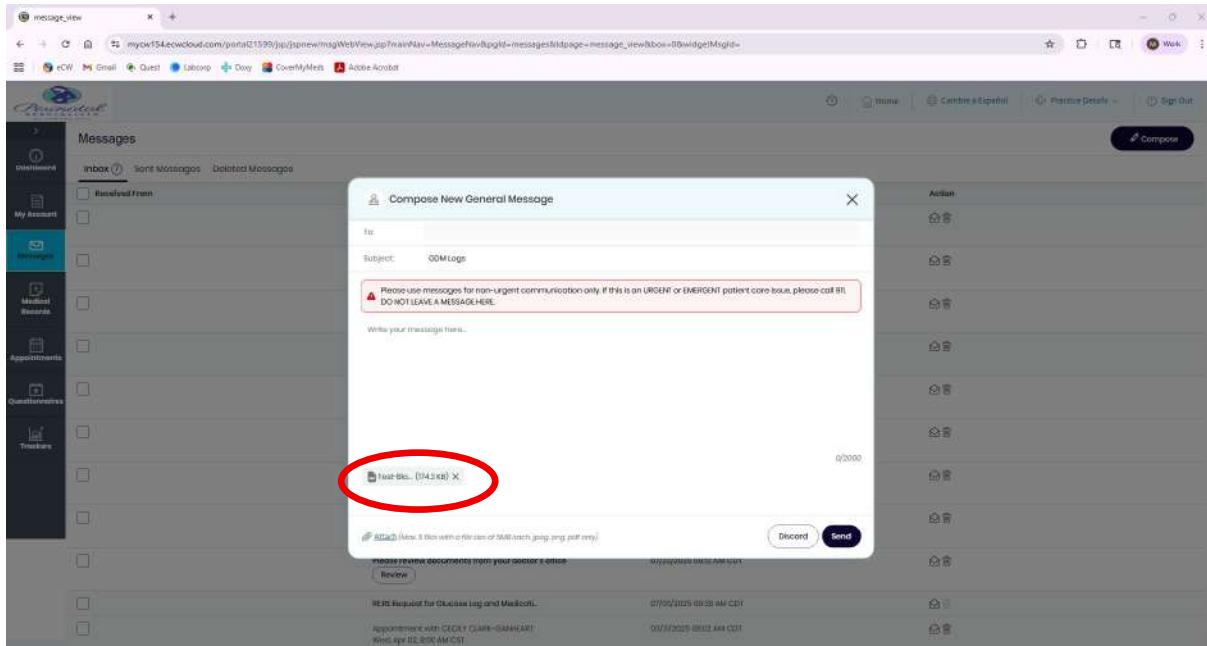
The File Explorer window opens up:



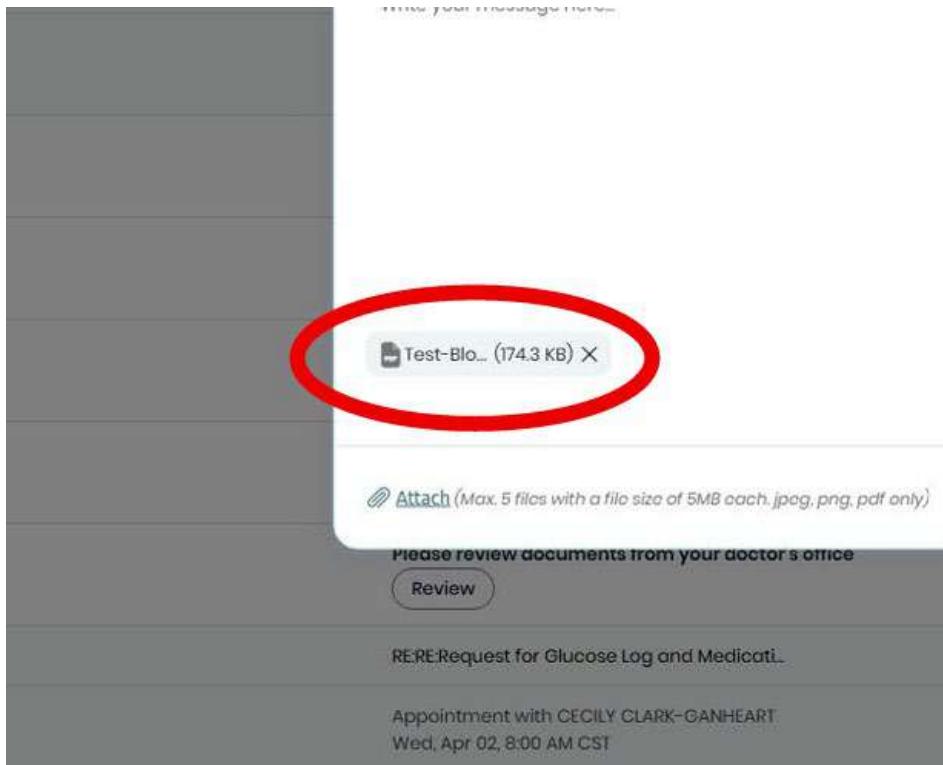
Navigate to the GDM log that you want to submit (NOTE: it must be JPG, PNG, or PDF and not larger than 5MB):



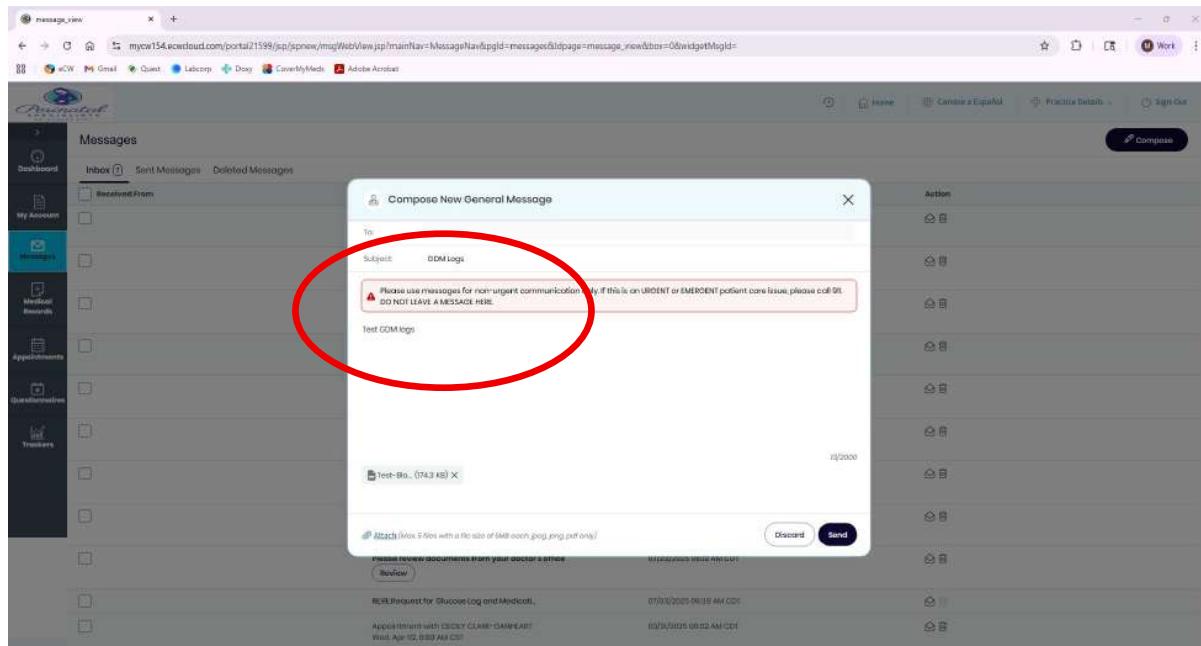
The file is attached successfully:



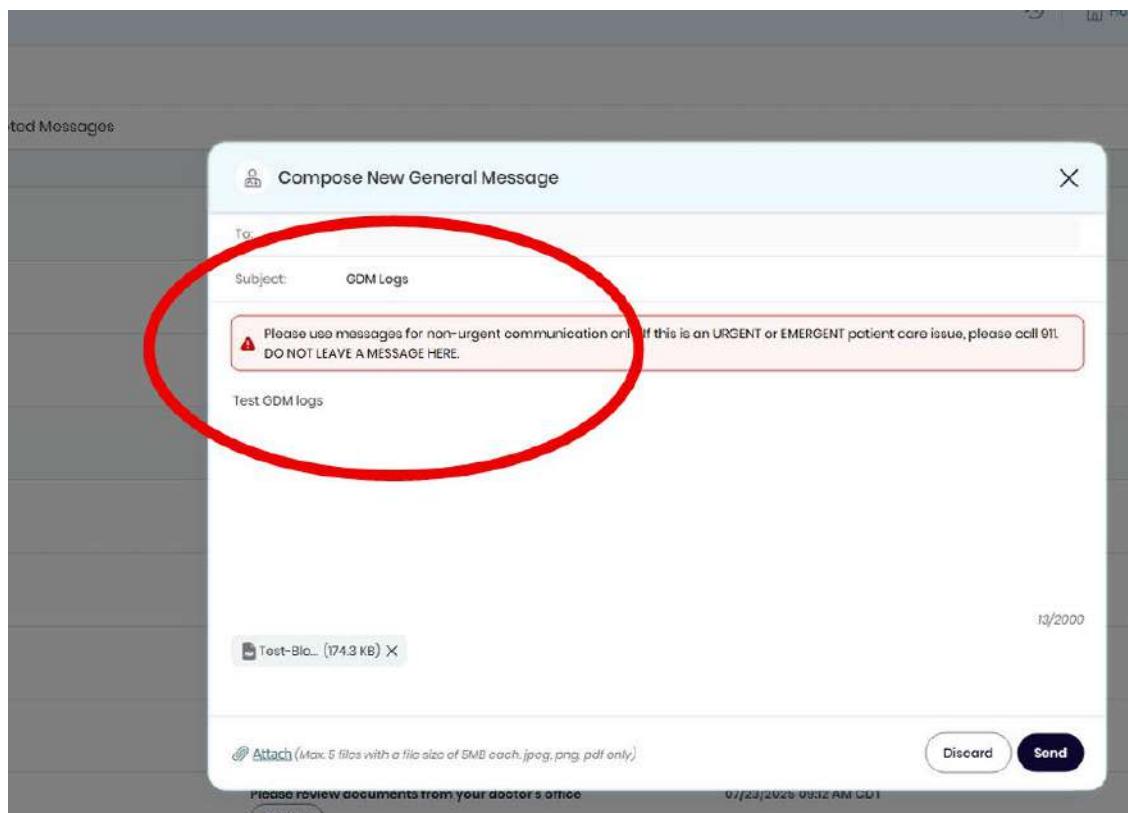
Larger image:



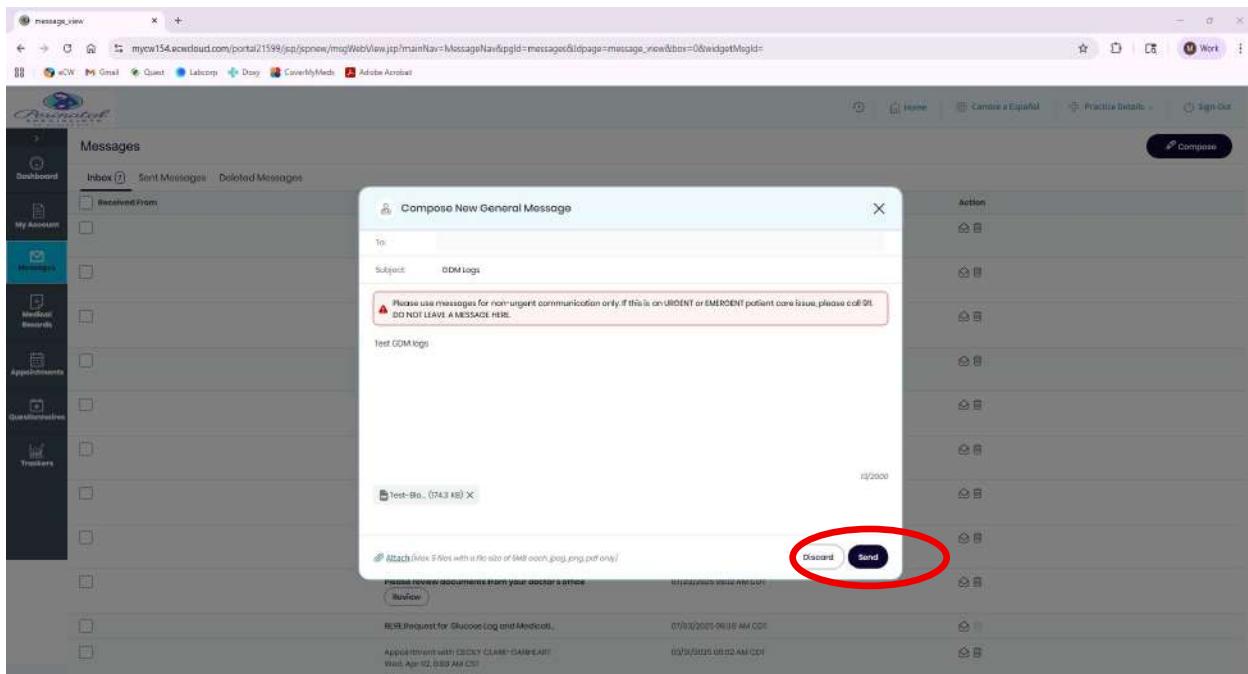
Enter a subject and comments in the body of the message:



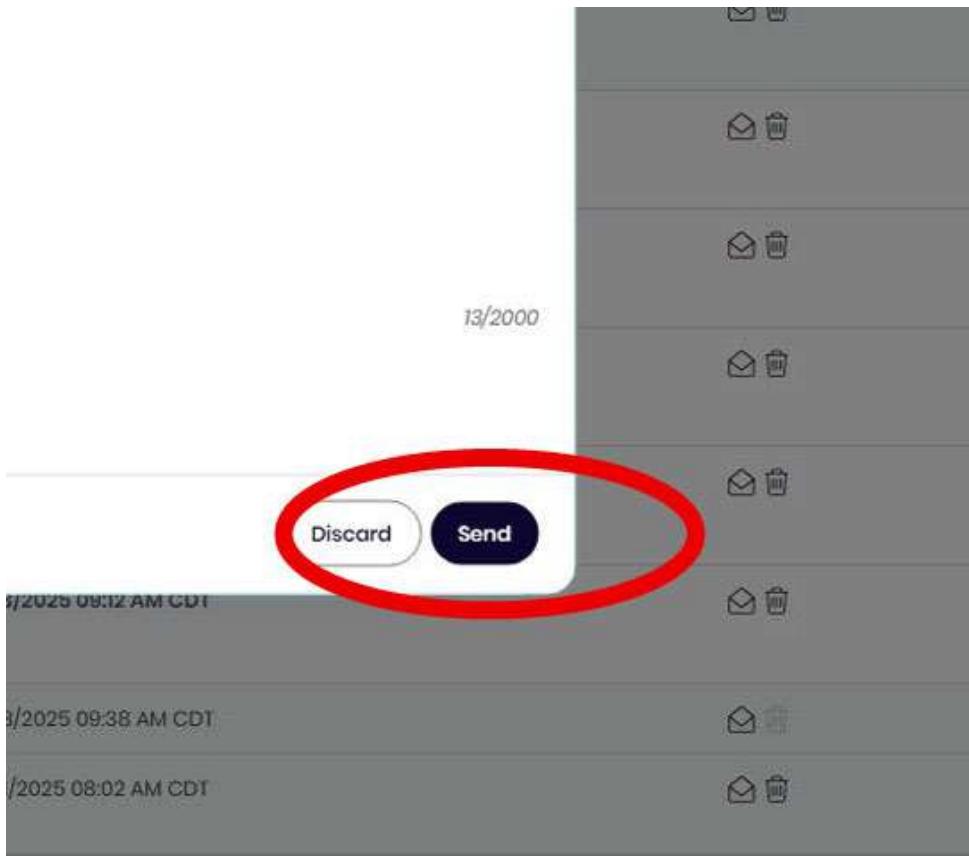
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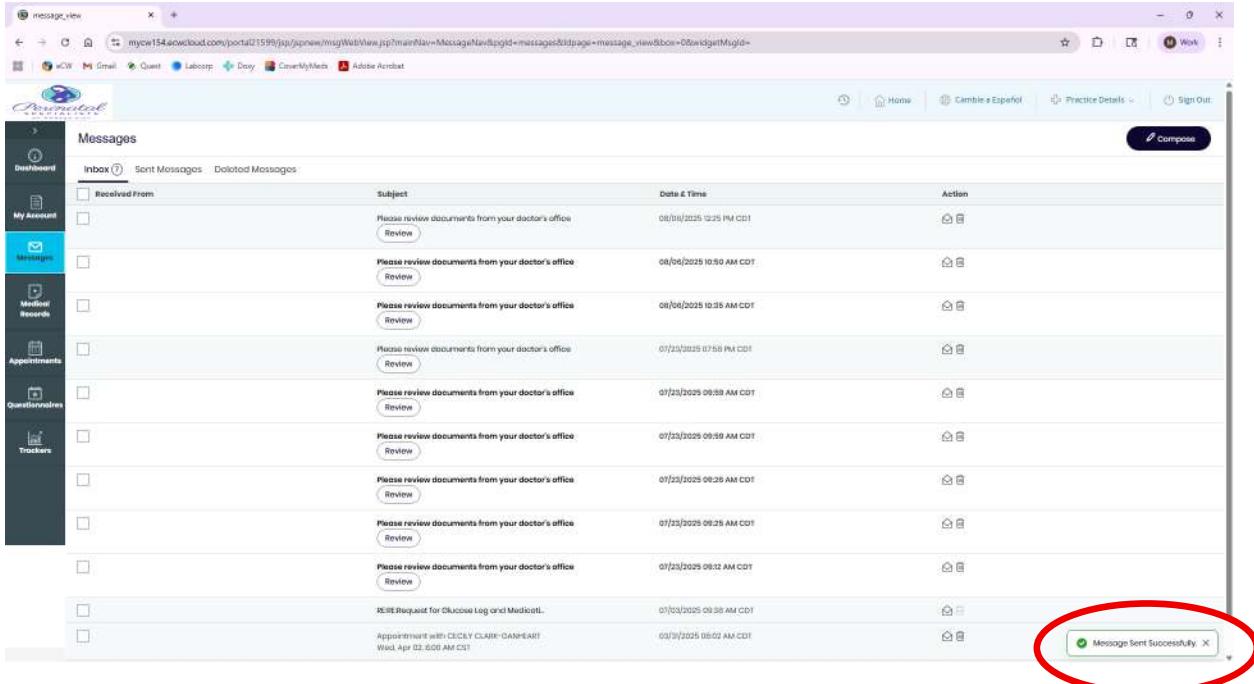
Press Send:



Larger image:

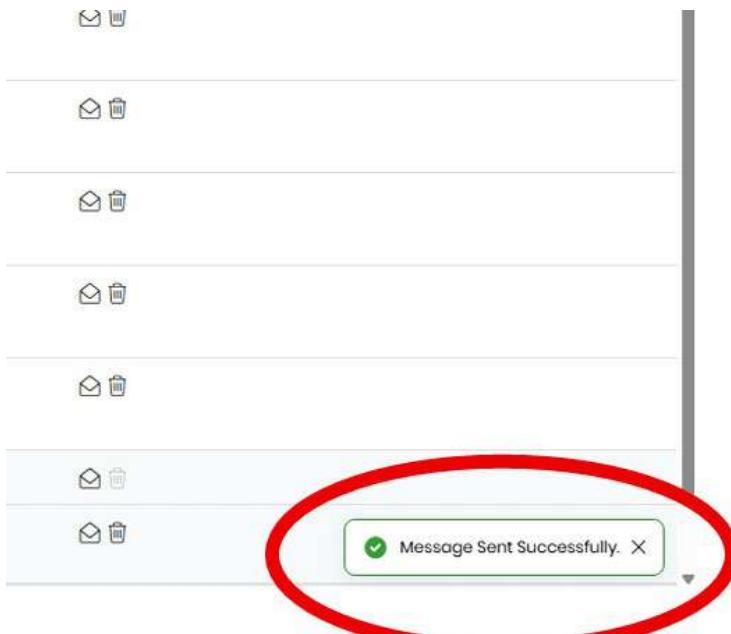


At the lower right of the screen, at pop-up indicates that the message was sent successfully:

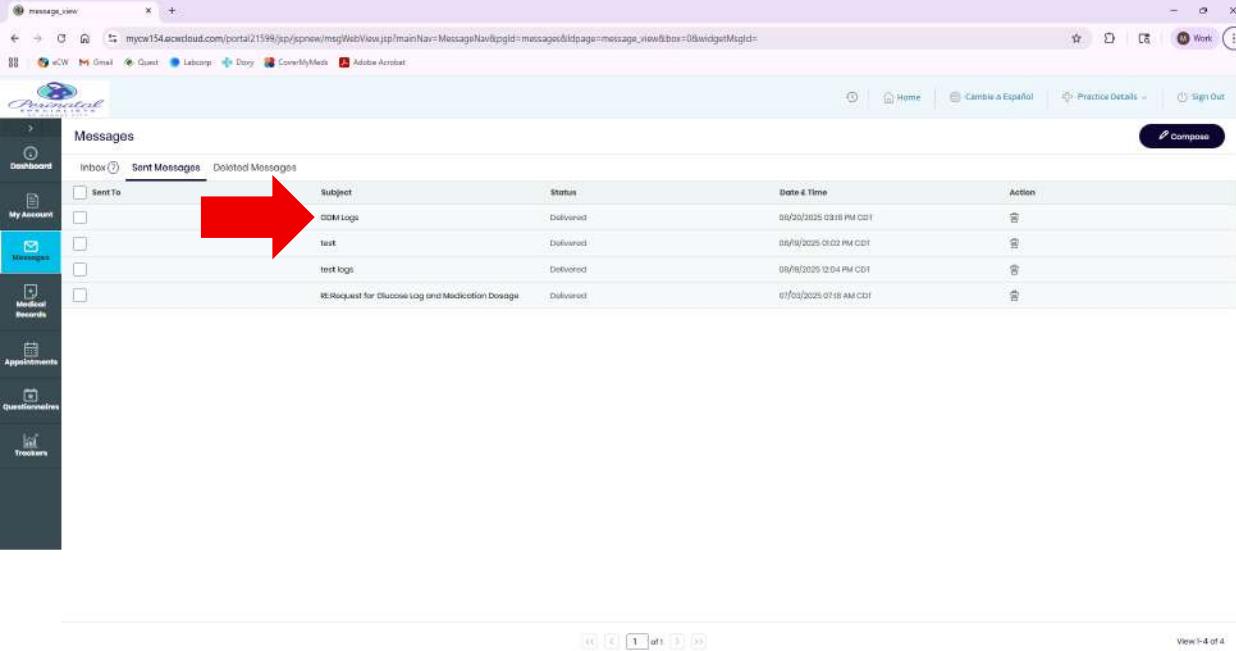


The screenshot shows a web-based messaging interface for Perinatal Specialists of Kansas City. The left sidebar includes links for Dashboard, My Account, Messages (which is selected), Medical Records, Appointments, Questionnaires, and Trackers. The main area is titled 'Messages' and shows an 'Inbox' with 15 messages. The messages are listed with columns for 'Received From', 'Subject', 'Date & Time', and 'Action'. Most messages are from 'Your Doctor's Office' with subjects like 'Please review documents from your doctor's office' and 'Review' buttons. One message is from 'RE:RE Request for Glucose Log and Medicati...' with a subject 'Appointment with CECILY CLARK-CARHEART' and a 'Send App' button. At the bottom right of the message list, a green notification box displays a checkmark and the text 'Message Sent Successfully.' with a close 'X' button. This box is circled in red.

Larger image:



If you wish, you can check in the Sent Messages section to confirm that the message was sent and delivered successfully:



The screenshot shows the 'Messages' section of the eClinicalWorks portal. The left sidebar has a 'Messages' icon highlighted in blue. The main area shows a table of sent messages with columns: Sent To, Subject, Status, Date & Time, and Action. A red arrow points to the first message in the list.

Sent To	Subject	Status	Date & Time	Action
CDM Logs	Delivered	08/01/2025 03:18 PM CDT		
test	Delivered	08/01/2025 01:02 PM CDT		
test logi	Delivered	08/01/2025 12:04 PM CDT		
RE:Request for Glucose Log and Medication Dosage	Delivered	07/01/2025 07:11 AM CDT		

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Please contact our office with any questions.



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