MyClinica

Your health. Your way.

Welcome to MyClinica

Using our patient portal has many benefits: it is secure, free, and convenient. Your confidential health information is available at your fingertips any time, day or night. Review this step-by-step guide to access all the features of your Clinica Family Health & Wellness patient portal.

Need help?
Call (303) 650-4460 (press 3)
or email: myclinicasupport@clinica.org

Get Started (in 2 Easy Steps)

no-reply@patientportal.net
Welcome to your Patient Portal
This message originated from outside your organization

1. Create an Account

Check your email for an invitation (from: no-reply@patientportal.net) containing a unique PIN to create your patient portal account. Click the link to begin registration and setup your portal account, then follow the prompts:

- Enter your email address (if it doesn't fill in automatically)
- Choose a password
- Copy/paste your unique PIN from the email (if it doesn't fill in by itself)
- Enter your birthdate
- Select a security question and answer
- Review and agree to the Terms and Conditions by checking the box
- Click "Create my account"

To create an account without an email invitation, visit https://login.intelichart.com/clinica or **scan the QR code**. Click on "Create an account" and follow the prompts.

MyClinica

Hello! Bruce,
It's nice to meet you. To get your account ready, we just need to verify a few things. This shouldn't take more than a couple of minutes.

Email Address

Choose a Password

Must be at least 8 characters long and contain at least 1 number

PIN

Birthday

Security question

Security answer

...ve read and agree to the Terms & Conditions.

...ncel   Create my account

2. Log In

- Visit https://login.intelichart.com/clinica or **scan the QR code** to navigate to the MyClinica login page.
- Type in your email address and password, then click the "Sign in" button.
- **Forgot your password?** Click "Forgot password" (below the "Sign in" button") to reset your password.

MyClinica

Hello!

Email Address

Password

Sign in

Forgot password
Not registered yet? Create an account

Tip
We recommend bookmarking the login page for easy reference later
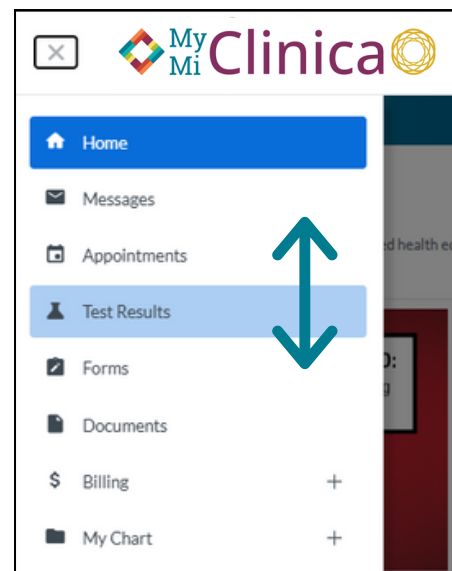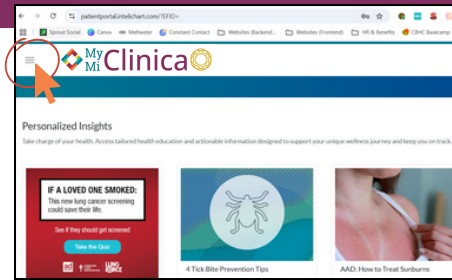
My Mi Clinica

A Guide to the Clinica Patient Portal
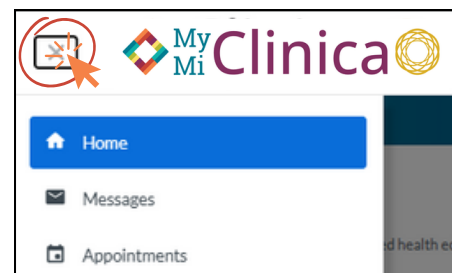
Dashboard & Navigation

In the MyClinica portal, you can:
- ☑ Manage appointments
- ☑ Request prescription refills
- ☑ Message your Care Team
- ☑ View your medical record - including test results, vaccinations, and other documents
- ☑ Request referrals
- ☑ Complete and submit forms
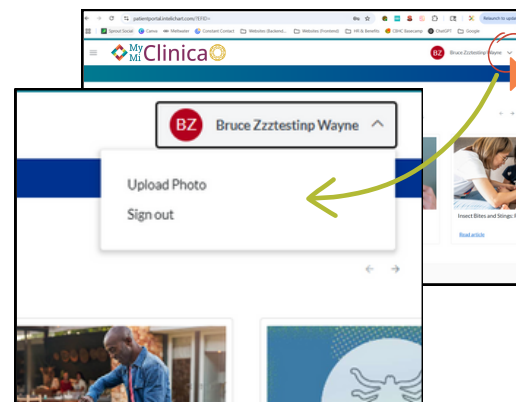- ☑ Access patient education resources
- ☑ And much more!

You can find most features in the left sidebar menu. To expand this menu, click the **menu icon (three horizontal lines)** located in the top left corner.

To close the menu, click on the "X" symbol or anywhere else on the window.

In the top right corner, you will see your name. Click the down arrow to sign out or upload a profile photo to your portal account.
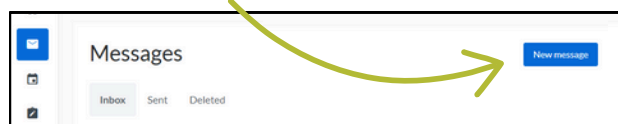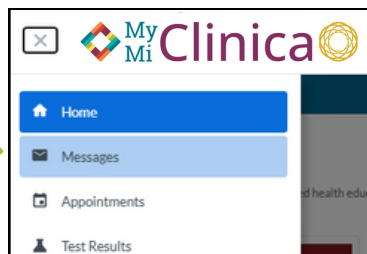
A Guide to the Clinica Patient Portal

Key Features

Message Your Care Team

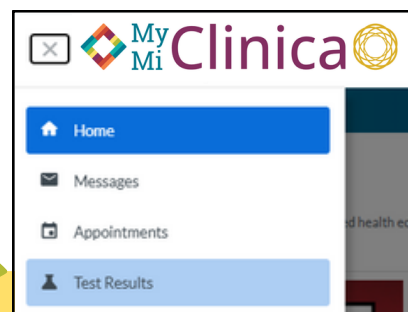To view or send messages to your care team, click **Messages** in the menu.

To send a message to your care team, click the **New message** button.

Manage Appointments

To view your upcoming appointments, click **Appointments** in the menu. Any scheduled appointments will be listed on this page.

To schedule, change, or cancel an appointment, click **Practice Links** in the menu to expand. Then, click **Schedule an Appointment** to be directed to our appointments system.

See Test Results

To view information about a recent visit to Clinica - including lab results or the test results of a dependent - click **Test Results** in the menu.
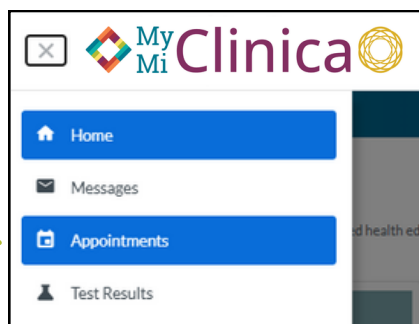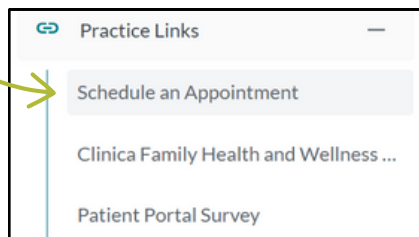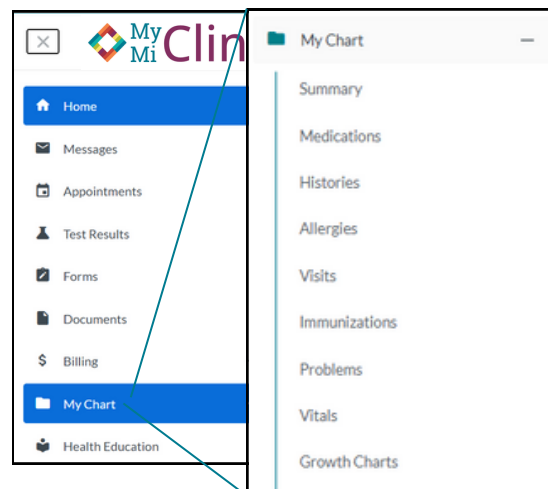

Note

Most lab results will be available within 24 hours of testing. You may see them before your provider, but will get a message when they have reviewed. Pathology results will be available 5 days after testing to allow time for review.

View Your Health Information

In the **MyChart** section of the menu, you can view and download a wide range of health information about you and your dependents - including:

- Current and past medications
- Preferred pharmacy
- Medical, family, and social history on file
- Details from past visits (such as date, location, vitals recorded, and doctor notes)
- Vaccination record

A Guide to the Clinica Patient Portal
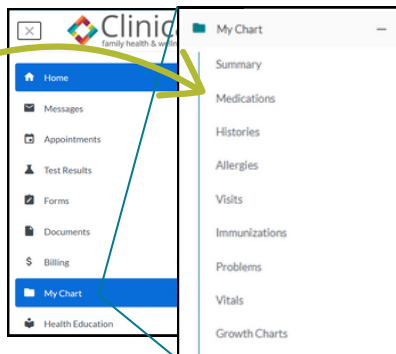
Key Features

Refill Prescriptions
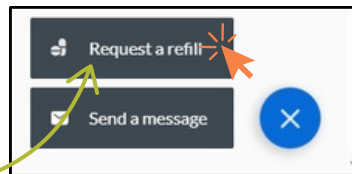
You can refill your medications in two ways (A or B):

A

In the main menu, select **My Chart**, then **Medications.**

B

Anywhere in the portal, click the blue **+** button in the bottom right corner of the screen, then select **Request a refill**.
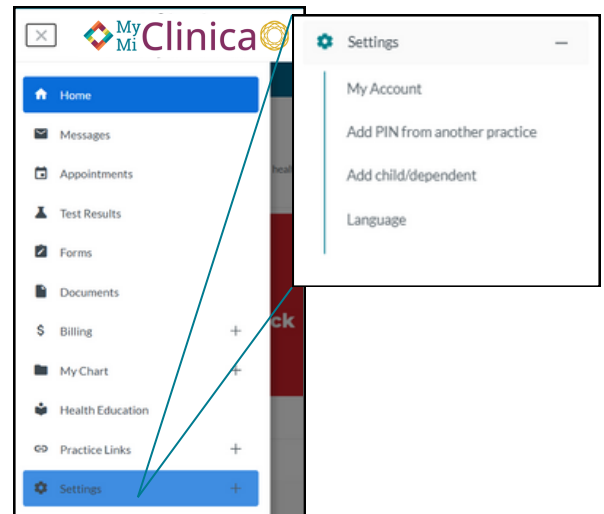
From your listed medications, select **Request a refill**. Then, follow the prompts to select your clinic, pharmacy, and submit the refill request.

Other Account Settings

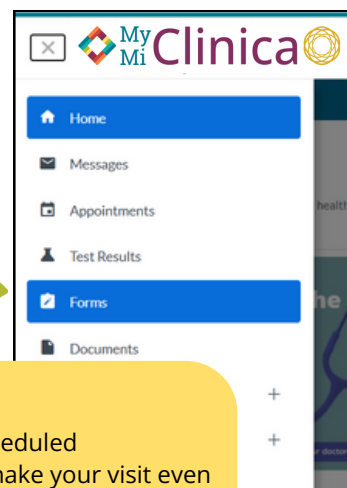In the **Settings** section of the menu, you can:

- Update your address and contact information
- Share an emergency contact
- Change your login information
- Adjust notification settings
- Manage children or dependents
- Change the default language
- And more…

Review Forms

Click **Forms** in the menu to see a list of completed/signed forms we have on file for you. You can also see any pending forms awaiting your review and signature.

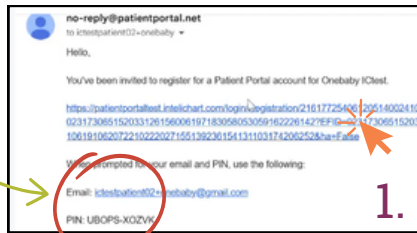When you have incomplete forms assigned to you, they will also show up on your Home/Dashboard page.

Tip

Before your scheduled appointment, make your visit even easier by completing any check-in forms we need from you.

MyMi Clinica

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Manage Family Members

1. As a parent or caregiver, you should have received an email invitation (from: no-reply@patientportal.net) to set up a patient portal account for your dependent(s). Each email contains a unique PIN that you will need. **Click the link** to begin registration.

2. To **verify your dependent**, enter their:
   • Name (middle name is optional)
   • Birthdate
   • PIN (copy and paste from the email)

3. After verifying your dependent, **set up your parent or guardian account** by entering your:
   • Name (middle name is optional)
   • Birthdate
   • Phone number
   • Email address (if not automatically populated)

4. Finally, create a **Password, Security Question and Answer**, then **review and agree to the Terms and Conditions.**

   Click **Create my account**.

   (*Note*: Repeat this process for each child or dependent you wish to add.)

Optional: Download the Mobile App

Downloading the MyClinica (Intelichart) app on your phone makes it even more convenient to manage your and your family's healthcare needs - from anywhere. Follow these steps:

• After you've created your account, sign out and scroll to the bottom of the login page. Click on the link to download the mobile app via the **Apple App Store (iPhone)** or **Google Play (Android)**, depending on your device.
• You can also find the mobile app by searching for **Patient Portal by InteliChart** in your app store.
• Once downloaded, open the app and login as previously described.

January 2026