

Patient Portal Instructions



We have established an internet-based Patient Portal to help effectively and securely manage your healthcare information. The content in this document will guide you through the secure portal's most frequently-required functions. Should you have other questions about using the portal, please contact our office at 785-730-3478.

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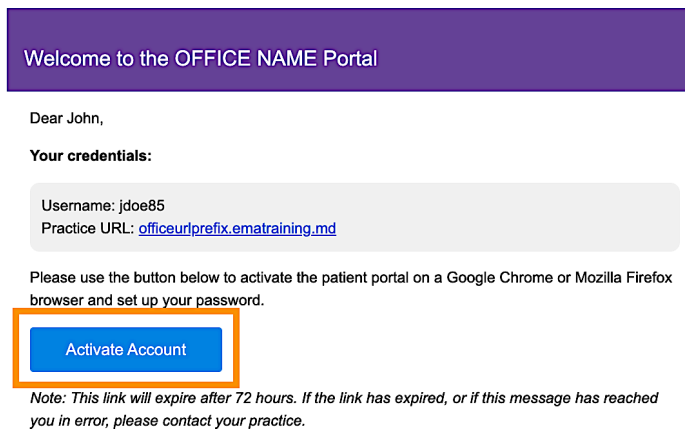
Patient Portal Instructions

Access the Patient Portal


Activate Your Patient Portal Account

An account must be created before you can use or access your data on the Patient Portal. Providing us with your email address will allow us to send you an email from the office that includes a link to activate your Patient Portal account.

1. Open the email from us with the subject, "Welcome to Your Gateley Podiatry Patient Portal".
2. The email will include your Patient Portal *Username*, *Practice URL* (patient portal web address) and the steps for logging into the portal.
3. Select **Activate Account**.



4. You will be prompted to verify your identity by entering your **First Name**, **Last Name**, **Date of Birth** and **Email**. Once entered, select **Confirm Identity**.



First Name

Last Name

Date of Birth

Email

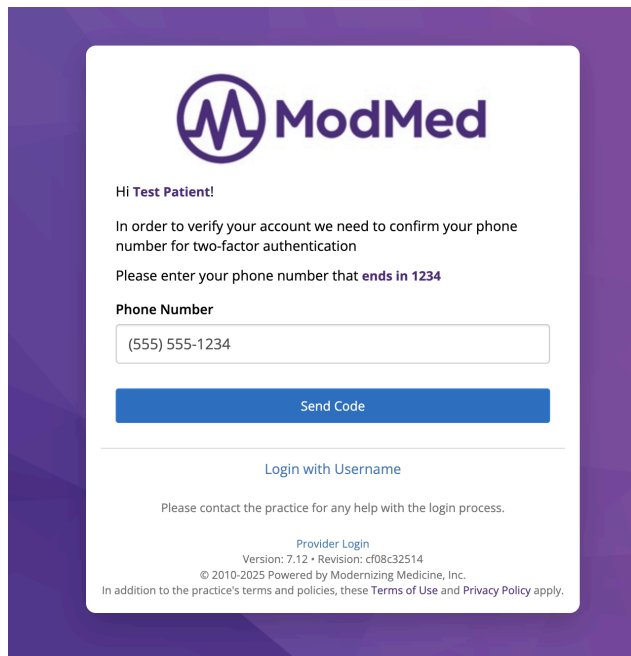
[Login with Username](#)

Please contact the practice for any help with the login process.

Provider Login
Version: 7.12 • Revision: cf08c32514
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In addition to the practice's terms and policies, these Terms of Use and Privacy Policy apply.

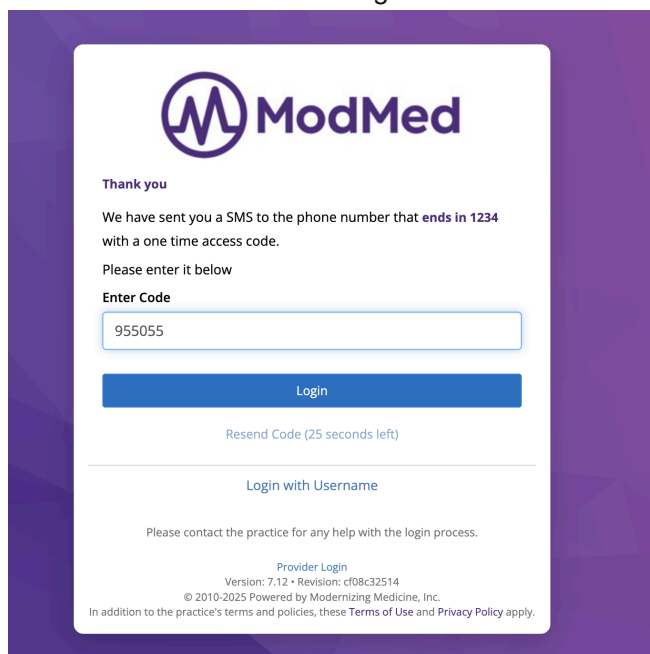
Patient Portal Instructions

5. Enter your cell phone number. Then, select **Send Code**.



The screenshot shows the ModMed logo at the top. Below it, the text reads: "Hi Test Patient! In order to verify your account we need to confirm your phone number for two-factor authentication. Please enter your phone number that ends in 1234". There is a text input field containing "(555) 555-1234" and a blue "Send Code" button. Below the button is a link for "Login with Username" and a note: "Please contact the practice for any help with the login process." At the bottom, there is a "Provider Login" link, version information "Version: 7.12 • Revision: cf08c32514", and copyright information "© 2010-2025 Powered by Modernizing Medicine, Inc. In addition to the practice's terms and policies, these Terms of Use and Privacy Policy apply."

6. You will receive an SMS message with a confirmation code. Enter the code and select **Login**.



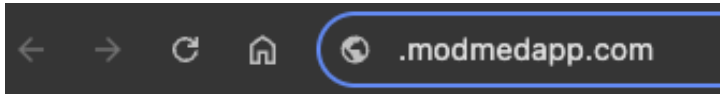
The screenshot shows the ModMed logo at the top. Below it, the text reads: "Thank you We have sent you a SMS to the phone number that ends in 1234 with a one time access code. Please enter it below". There is a text input field containing "955055" and a blue "Login" button. Below the button is a link for "Resend Code (25 seconds left)" and a link for "Login with Username". At the bottom, there is a note: "Please contact the practice for any help with the login process." At the very bottom, there is a "Provider Login" link, version information "Version: 7.12 • Revision: cf08c32514", and copyright information "© 2010-2025 Powered by Modernizing Medicine, Inc. In addition to the practice's terms and policies, these Terms of Use and Privacy Policy apply."

Log in to the Patient Portal

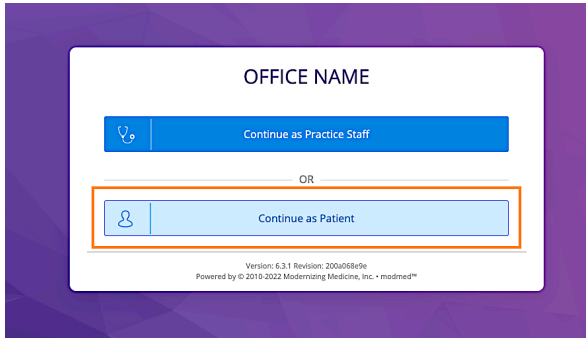
After your account has been activated, you will be able to log in to the Patient Portal as needed. Follow the steps below to log in.

1. Open your internet browser on a computer or laptop and enter the following website URL into the address bar: **<https://gateleypodiatry.modmedapp.com>**.

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2. Select **Continue as Patient**.



3. Enter your **First Name**, **Last Name**, **Date of Birth** and **Email** then select **Login**.

A screenshot of the ModMed login form. The form is white with a purple border. At the top left is the ModMed logo (a stylized 'M' with a pulse line) and the text "ModMed". Below the logo are four input fields: "First Name", "Last Name", "Date of Birth" (with a placeholder "mm/dd/yyyy"), and "Email". Below the "Email" field is a grey button labeled "Confirm Identity". At the bottom of the form is a link that says "Login with Username". Below the link is a small note: "Please contact the practice for any help with the login process."

4. Enter your cell phone number. Then, select **Send Code**.

Patient Portal Instructions

ModMed

Hi Test Patient!

In order to verify your account we need to confirm your phone number for two-factor authentication

Please enter your phone number that ends in 1234

Phone Number

(555) 555-1234

Send Code

[Login with Username](#)

Please contact the practice for any help with the login process.

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5. You will receive an SMS message with a confirmation code. Enter the code and select **Login**.

ModMed

Thank you

We have sent you a SMS to the phone number that ends in 1234 with a one time access code.

Please enter it below

Enter Code

955055

Login

[Resend Code \(25 seconds left\)](#)

[Login with Username](#)

Please contact the practice for any help with the login process.

Provider Login
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Log In with Username

If you previously created an account with a username and password, you can log in with this information instead of using SMS verification.

1. From the login screen, select **Login with Username**.
2. Enter your **Username** and **Password**. Select **Login**.

Patient Portal Instructions



Username

Password

[Login with Form](#) | [Forgot Password](#)

Please contact the practice for any help with the login process.

[Provider Login](#)

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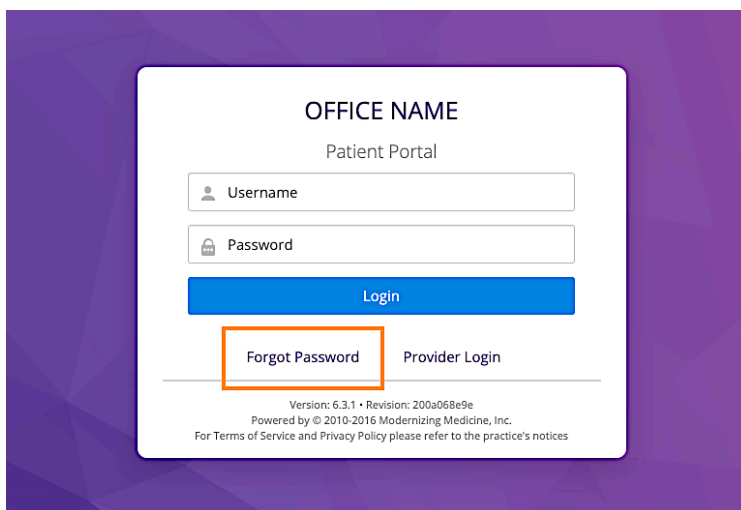
In addition to the practice's terms and policies, these [Terms of Use](#) and [Privacy Policy](#) apply.

Forgot Password

Follow these instructions if you forgot your password and need to create a new one.

Note: These instructions will only work successfully if your Patient Portal account is already created and the information entered is correct according to our records. If you have any trouble receiving your password reset link, please contact our office.

1. From the Patient Portal login screen, select **Forgot Password**.



2. Enter the requested information, then select **Request Email**.

Patient Portal Instructions

OFFICE NAME

Reset Password

Username

Date of Birth | mm/dd/yyyy

Last Name

I'm not a robot

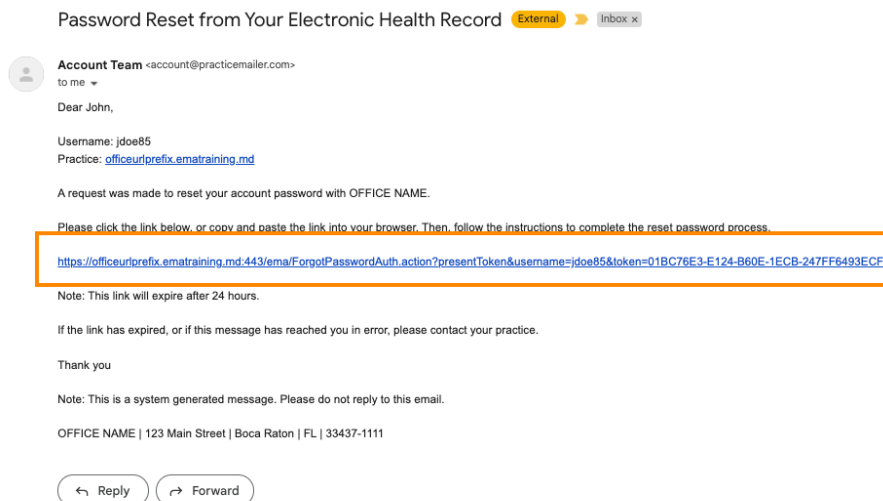
reCAPTCHA
Privacy - Terms

Request Email

[Back to Login](#)

Version: 6.3.1 Revision: 200a068e9e
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3. Open your email and look for the message with the subject *Password Reset from Your Electronic Health Record*. The email will include your *Username* and *Practice* information, as well as a link to reset your Password. Select the link to continue.



4. You will be prompted to enter your *Date of Birth* and *Last Name* to verify your identity. Once entered, select **Verify Information**.

Patient Portal Instructions

OFFICE NAME

Password Reset

Please verify your date of birth and last name.

Date of Birth | mm/dd/yyyy

Last Name

Verify Information

[Go to Login](#)

Version: 6.3.1 • Revision: 200a068e9e
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5. If the information is verified successfully, you will be logged in to the portal.

Prepare for Your Visit

Complete Forms on the Patient Portal

After you have activated your account, you may use the Patient Portal to complete visit forms and view your health information.

1. From the Patient Portal, select **My Health** from the main navigation bar.

OFFICE NAME | **My Health** | Appointments | Messages | Tests and Results | John Doe

Doe, John
DOB: 12/11/1985 (36) | Birth Sex: Male | MRN: MM0000000001 | PMS ID: 115062PAT000000001
Alerts: Unspecified
Allergies: Unspecified

Video Visits | Upcoming Appointments | Past Appointments | Results

Video Visits

You currently have no active video visits

By selecting Join Video Visit, you are agreeing to a video stream with your provider and also agree you have not been seen by the provider within 3 days.

2. From the *My Health* page, select **My Forms**.

Add or Update Medical Information

In this section, you will learn how you can verify your contact and insurance information, update your medical history, and add your preferred pharmacy.

Patient Portal Instructions

1. From the Patient Portal, select **My Health** and navigate through the sections to enter and/or update your *Medications, Allergies* and Past Medical History.

OFFICE NAME | **My Health** | Appointments | Mes

Doe, John
DOB: 12/11/1985 (36) | Birth Sex: Male | MRN: MM0000000001 | PMS ID: 115062PAT000000001
Alerts: Unspecified
Allergies: Unspecified

Contact Info | Insurance and Pharmacy | Medications | Allergies | Past Medical History

My Contact

Patient Data

Patient Information

Prefix	Last Name *	First Name *	Middle
<input type="text"/>	<input type="text" value="Doe"/>	<input type="text" value="John"/>	<input type="text"/>
Marital Status		Previous Name	
<input type="text" value="Unspecified"/>		<input type="text"/>	

- **Contact Info** – View basic contact and demographic information.
- **Insurance and Pharmacy** – View insurance information and add or edit pharmacies. See below for additional instructions.
- **Medications** - Add or edit your medications list.
- **Allergies** - Add or edit your allergies.
- **History** – Add or update Past Medical History, Specialty-Specific History, Social History and Family History.
- **Tests & Results** - View any result that your medical provider has posted.

Add Your Preferred Pharmacy

In this section, you will learn how to add your preferred pharmacy to your patient chart. Adding your pharmacy will assist our office with sending electronic prescriptions and medication refills.

1. From the *My Health* section of the portal, select **Insurance and Pharmacy**.

OFFICE NAME | **My Health** | Appointments

Doe, John
DOB: 12/11/1985 (36) | Birth Sex: Male | MRN: MM0000000001 | PMS ID: 115062PAT000000001
Alerts: Unspecified
Allergies: Penicillins

Insurance and Pharmacy | Contact Info | Medications | Allergies | Past Medical History

My Contact

Patient Data

Patient Information

Prefix	Last Name *	First Name *	Middle
<input type="text"/>	<input type="text" value="Doe"/>	<input type="text" value="Jo"/>	<input type="text"/>

2. There are two options to enter your pharmacy information, *Add Surescripts Pharmacy* and *Add Manual Pharmacy*.

- **Add Surescripts Pharmacy** (*try this option first*) – Allows you to search for registered pharmacies that are capable of sending and receiving electronic prescription requests.

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- **Add Manual Pharmacy** – If you were not able to find your preferred pharmacy through the Surescripts option, you can use Add Manual Pharmacy to manually enter pharmacy information to your chart. It is recommended that you first attempt to add a Surescripts pharmacy before using this method.

3. Select Add Surescripts Pharmacy.

DOB: 12/11/1985 (36) | Birth Sex: Male | MRN: MM000000000
Alerts: Unspecified
Allergies: Penicillins

Contact Info

Insurance and Pharmacy

Insurance
No insurances defined.

Medications

Allergies

Past Medical History

Pharmacy
No pharmacies defined.

Buttons: Add Surescripts Pharmacy, Add Manual Pharmacy

4. Use the *Filter* options to find your preferred pharmacy. Then, select **Search**.

Note: Not all fields are required. Use any combination of the criteria to locate your pharmacy. Common search methods include *Phone* number only, or *Name* and *Zip Code*.

Add ePrescribing Pharmacy

Pharmacies

Filter

Name: [text input] City: [text input]
Phone: 5852392059 State: Select One
Fax: [text input] Zip Code: [text input]
Refill enabled: Yes No Any Type: Retail Mail Any

Buttons: Search, Clear filter

Store Name, Phone, Fax, Address, City

5. Locate the pharmacy in the list of results by verifying the name and address. Select the blue *Store Name* to add the pharmacy.

Refill enabled: Yes No Any Type: Retail

Search

Store Name	Phone	Fax
#003 Eastway NY Test UAT	5852392059	5852392044
#008 Mt Laurel NJ Test UAT	5852392059	5852392044
#016 Fairfax VA Test UAT	5852392059	5852392044
#040 Woodmore MD Test UAT	5852392059	5852392044

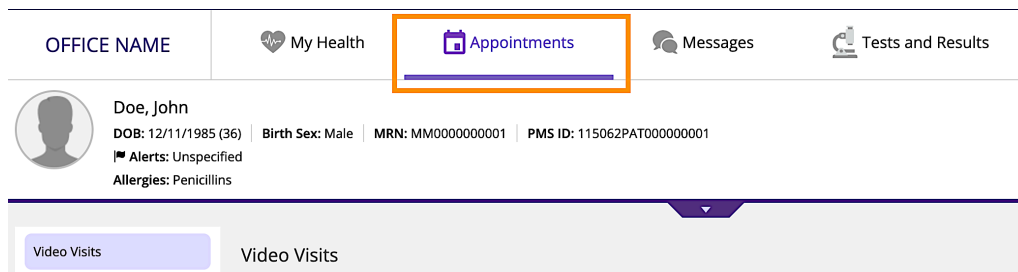
Patient Portal Instructions

Access Your Medical Records

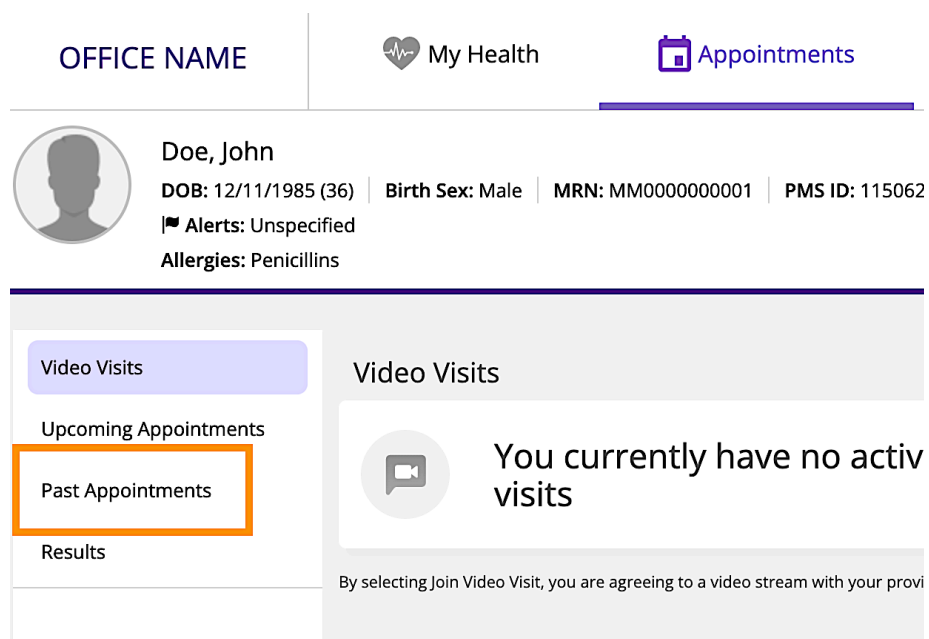
View, Download, and Print Your Visit Notes

The Patient Portal allows you to access your medical records, including completed visit documentation from your doctor or other qualified healthcare provider. The following instructions will guide you through how to locate these records within the portal.

1. From the portal, select **Appointments** from the main navigation bar.



2. Select **Past Appointments**.



3. Select View Visit Note.

Patient Portal Instructions

My Health

Appointments

Upcoming Appointments

Past Appointments

Messages

My Forms

Tests and Results

Billing

Past Appointments

Start Date: MM/DD/YYYY | End Date: 04/09/2026 | Apply Filter | Clear Filter

08 Apr 2026 **04:06 PM US/Central**

Gateley, Timothy
Gateley Podiatry
6730 SW Mission View Drive
Topeka, KS - 666145652
Phone: (785) 730-3478

[View Visit Note](#)
[Send Message](#)
[Share my medical records](#)

- Your internet browser's PDF viewer should open the document for you to view. You should also have options to download or print the document.

Go Back to Visits

View Note | View Enc. Form | View Handout | Patient Education

EMA_20220822T151126_0000_MRNMM0000000001_P... | 1 / 1 | 100% | Download | Print

Do, John

Visit Note - August 22, 2022

PMID: | Sex: | DOB: | MRN: |
115062PAT000000001 | Male | 12/11/1985 | MM000000001

Allergies
Penicillin

Medications
gabapentin 100 mg Oral - capsule
sertraline 50 mg Oral - tablet
tizanidine 2 mg Oral - tablet

Medical History
Anxiety disorder
Chronic pain
Depressive disorder

Social History
EICH 1-2 drinks per day
Smoking status - Never smoker

Chief Complaint: headache

HPI: This is a 36 year old male who is being seen for a chief complaint of headache located all throughout the head. He has headaches that are described as dull pain and throbbing, and moderate in severity. The headaches have been present for months. The headaches developed gradually.

Exam:

General Appearance
Appearance: well developed and nourished
Orientation: Alert and oriented to person, place, time.
Mood: mood and affect well-adjusted, pleasant and cooperative, appropriate for clinical and encounter circumstances

Impression/Plan:

- Headache**
Headache, unspecified (R51.9)
Pain Intensity: 4.0 - 4/10 Pain

Plan: Counseling - Headache Symptom.
Please refer to the education handout for detailed counseling.

Plan: Prescription.
Ibuprofen 800 mg tablet PO