

## Steps to Request Forms:

1. Log into the Portal
2. Select "Send a Message"
3. Fill in all the required Fields
4. In "Subject" list the name of the form you are requesting (Example: PIAA, Child Health Report, etc.)
5. Select the paperclip to upload your form to the portal **(PLEASE FILL IN PATIENT/PARENT/GUARDIAN PORTIONS OF THE FORM BEFORE UPLOADING. NO FORMS WILL BE ABLE TO BE COMPLETED UNLESS YOUR CHILD IS UP TO DATE ON HIS OR HER ANNUAL WELL CHECK. MISSING INFORMATION WILL DELAY PROCESSING)**
6. Select "Send Message"
7. A team member will call to collect payment within 12-48 hours after the form request is submitted during a weekday and after 48 hours if form request is submitted during the weekend.

\*Forms may take 5-7 business days to be completed. For same day or next day form request please contact the office at 610-374-7400 x8. \*

You will receive an email when the completed form is uploaded to your child's portal account. Forms will be found in the Documents section.

**Please note:** At this time, we recommend using a web browser to access the patient portal due to limited capability of the Intelichart App.

## Patient Portal Web Browser Link

<https://patientportal.intelichart.com/login>