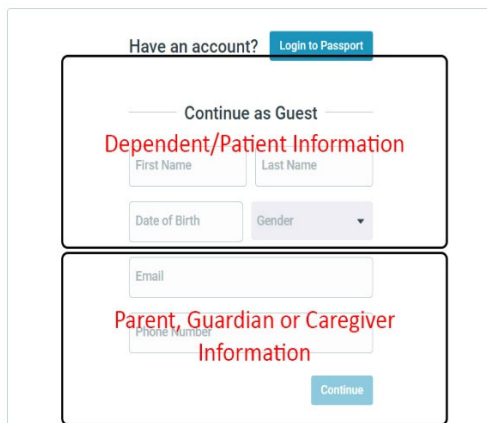


Registering for Dependents or Family Members

You will use the same process outlined in the following steps if you are scheduling on behalf of someone else with the following adjustments:

- Spruce Health Account:
 - You will login to Spruce Health or download the App with your name and account, please identify information specific to the person you are communicating on behalf of by including their name or initials with each message.
 - If you already have an account and are setup with Spruce you can move to the Elation Health step below.
 - If you do not have a Spruce Account or App, Please follow this link: [Spruce Health Download or Registration](#) and register using your name.
- Visit Selection:
 - The visit selection link on our website is integrated directly with our electronic medical record at Elation health
 - You will need to adjust the process as follows:
 - Please choose a "Dependent Visit" from the appointment types (Either new or established).
 - In the Name and Date of Birth Fields please enter the dependent or family members information.
 - In then email and phone number fields please enter the information you used to setup your Spruce Health and Elation Passport accounts (see brief graphic below).



The screenshot shows a web form for registration. At the top, it asks "Have an account?" with a "Login to Passport" button. Below this is a "Continue as Guest" section. The form is divided into two main sections: "Dependent/Patient Information" and "Parent, Guardian or Caregiver Information". The "Dependent/Patient Information" section includes fields for "First Name", "Last Name", "Date of Birth", and "Gender". The "Parent, Guardian or Caregiver Information" section includes fields for "Email" and "Phone Number". A "Continue" button is located at the bottom right of the form.

- After you schedule the visit you will receive an additional "Dependent Visit" intake form via email that must be completed prior to the visit. Although some of the information entered here is a duplicate step it clarifies the information we need and allows us to ensure that we can link the proper information to the proper records.
 - **The "Dependent Visit" form and the telemedicine consent must be completed prior to the visit.**
 - Please call us prior to the visit if you are unable to complete the forms or are having trouble with the process in any way.
 - The visit will be delayed or possibly cancelled if the forms are not complete OR we have not discussed the visit with you directly.

Dependent Passport Registration

- After you have completed the registration and appointment setup during your next login to Elation Patient Passport you will be given the opportunity to link your family members chart to your own.
- Elation health terminology for this process is to "claim" the chart.
- As long as the email and phone number match up with your previously registered adult or legal guardian chart exactly, the accounts will be linked during the "claim" process. (If you are not certain of this information please consider taking a moment to log in to Spruce to verify this information for accuracy prior to proceeding).
- After the "claim" is complete in Elation Passport the charts will remain linked in Passport and can be selected during future login attempts.