

Enrolling a patient

Enrolling a patient

Now that your MyChildren's account has been created, you need to log into MyChildren's to enroll your child/dependent(s). Follow these steps:

Note: If you've received the Registering for MyChildren's document from your clinic with registration instructions and a token, go to **Enrolling a patient using a Token**.

1. From the home page, in the Manage Your Account section, click **Add Another Patient**.



2. The Manage Account/Add a Patient screen appears. Click **No**, then click **Continue**.

A screenshot of the 'Add a Patient' screen. The header reads 'MyChildren's at Boston Children's'. Below the header, the text 'Add a Patient' is displayed in blue. A question asks 'Do you have a token? * What is a token?'. There are two radio button options: 'Yes' and 'No'. At the bottom, there are two buttons: 'Continue' (highlighted in blue) and 'Cancel'.

3. The Manage Account/Add a Patient screen appears.

A screenshot of the 'Add a Patient' screen. The header reads 'Add a Patient' in blue. Below the header, the text 'Are you the Patient? *' is displayed. There are two radio button options: 'Yes' and 'No'. At the bottom, there is a blue 'Continue' button.

Do one of the following:

- Click **Yes**, then click **Continue**. Complete the Self-Registration Information.

- Click **No** then click **Continue**. Complete the Self-Registration Information and the patient information screen.

A screenshot of the 'Self-Registration Information' screen. The header reads 'MyChildren's at Boston Children's'. Below the header, the text 'Self-Registration Information' is displayed in blue. A prompt asks 'Enter your contact information. To add a state/province, click Other.' There are two input fields: '* Medical Record Number' and '* Date of Birth' (with a placeholder 'mm/dd/yyyy').

4. Click **Next** to submit your request.

You will be contacted within three business days regarding the status of your request.

Enrolling a patient using a token

Now that your MyChildren's account has been created, you need to log into MyChildren's to enroll your child/dependent(s). If you have received the Registering for MyChildren's document from the clinic with registration instructions and a token, follow these steps:

1. Log in to MyChildren's.
2. From the home page, in the Manage Your Account section, click **Add Another Patient**.
3. The Add a Patient screen appears. Click **Yes**, then click **Continue**.



MyChildren's at Boston Children's

Add a Patient

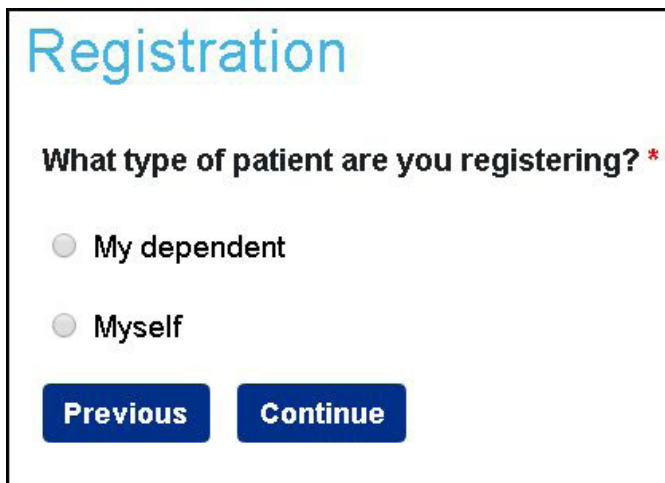
Do you have a token? * [What is a token?](#)

Yes

No

Continue Cancel

The following screen appears:



Registration

What type of patient are you registering? *

My dependent

Myself

Previous **Continue**

4. Select either the my dependent or myself radio button. The Register a Dependent or the Register Myself screen appears:



MyChildren's at Boston Children's

Register a Dependent

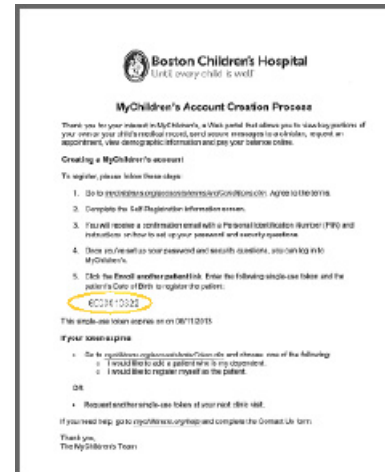
* Token

* Patient Date of Birth

I am the medical guardian of the patient over the age of 18

Previous **Continue**

5. From the letter you received, enter the token, circled below:



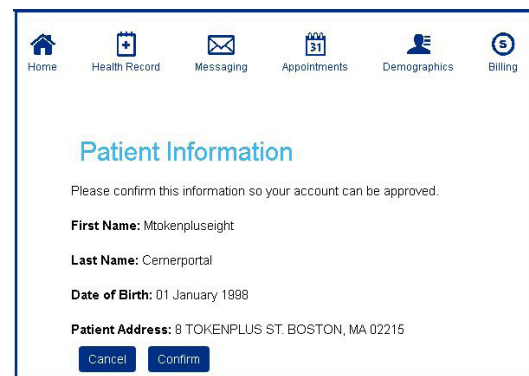
Note: A token is a number assigned to a specific visit to Boston Children's Hospital. A token:

- can only be used once
- cannot be transferred or reused

6. Enter the patient's Date of Birth.
7. Click **Continue**.

Note: If an error appears, follow the Enrolling a patient instructions on the previous page.

8. Click **Confirm** to validate the patient's information.



Home Health Record Messaging Appointments Demographics Billing

Patient Information

Please confirm this information so your account can be approved.

First Name: Mtokenpluseight

Last Name: Cernerportal

Date of Birth: 01 January 1998

Patient Address: 8 TOKENPLUS ST. BOSTON, MA 02215

Cancel **Confirm**

Your request has been approved.