Samaritan Medical Center Hospital Patient Portal Self-Enrollment Instructions
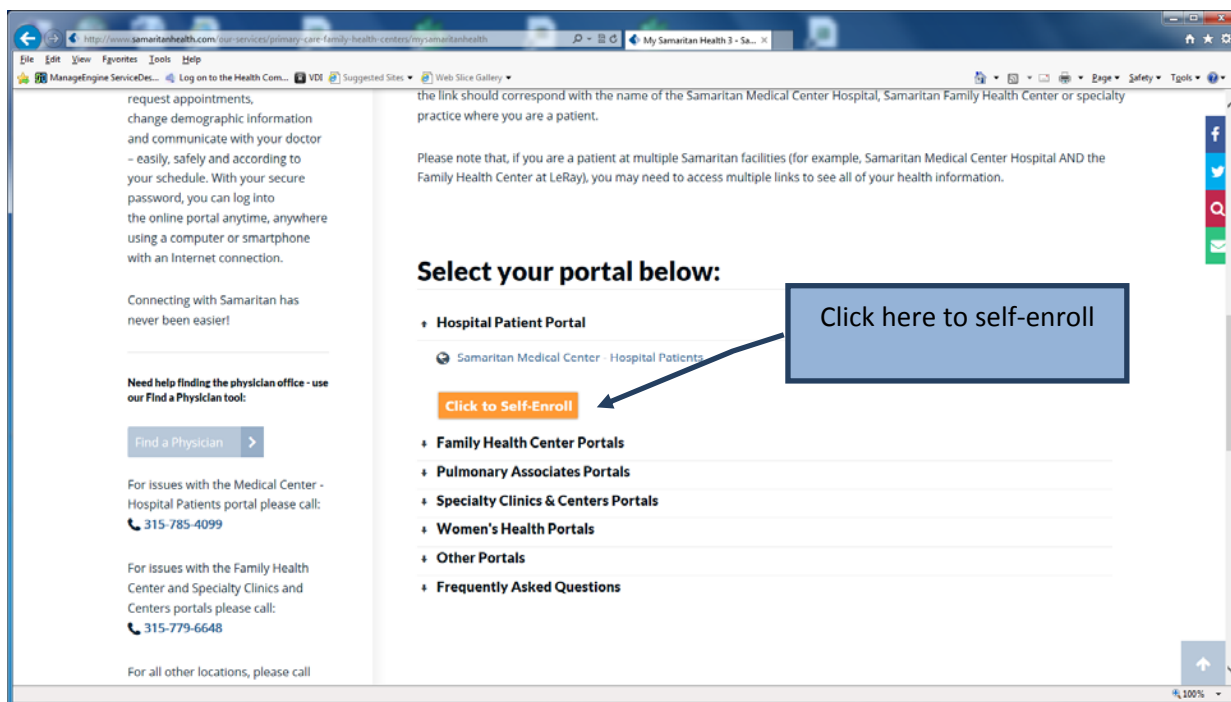When a patient self-enrolls, the system will need the following:

1. First and Last name
2. Date of birth
3. Medical record number or last four digits of social security number
4. A valid email address

If you are already enrolled, you will see a screen with that information. Medical Records can reset the password if you do not remember it. (For Medical Records, call 315-785-4099, Monday through Friday 07:00am – 3:00pm)
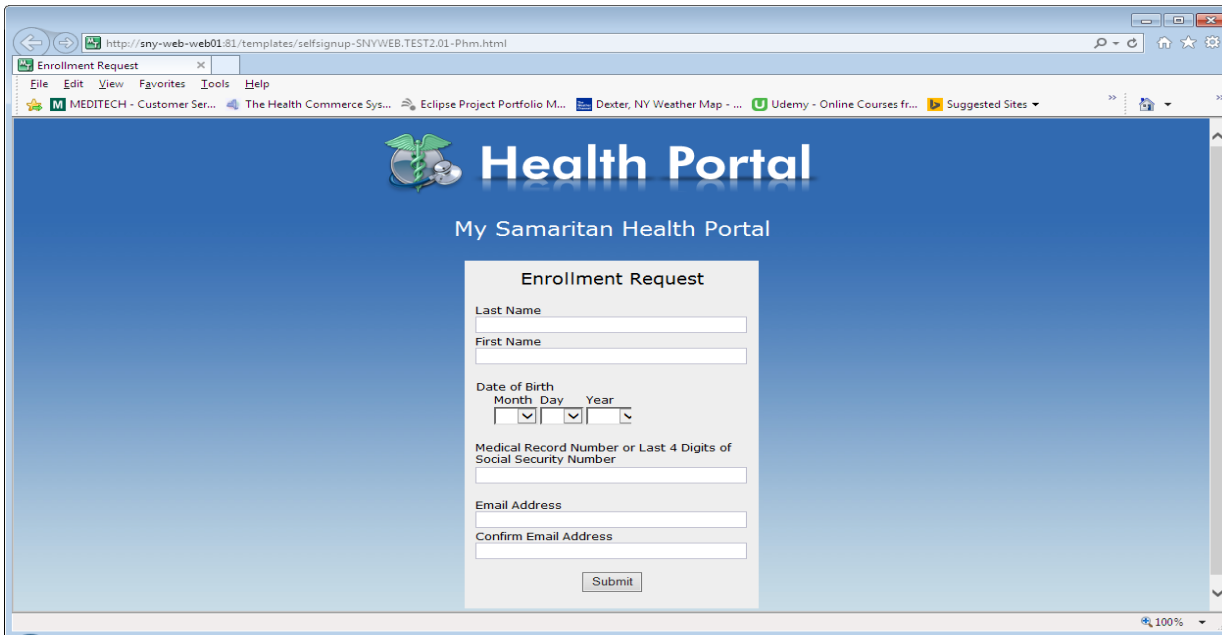
The information entered in the self-enroll section must match what the hospital computer system has entered. If something is different, you will be directed to contact Medical Records and that information will be updated.

If you are not already enrolled, and the information matches, you will see an Enrollment Successful screen. At that point, you will receive an email with temporary login ID and passwords, and a link to go to the portal and log in.

To self-enroll, go to this link on MySamaritanHealth.com.

(https://sny-web-web01.shsny.com/templates/selfsignup-SNYWEB.LIVEF-Phm.html)

Type Last Name and First Name in CAPITAL LETTERS.

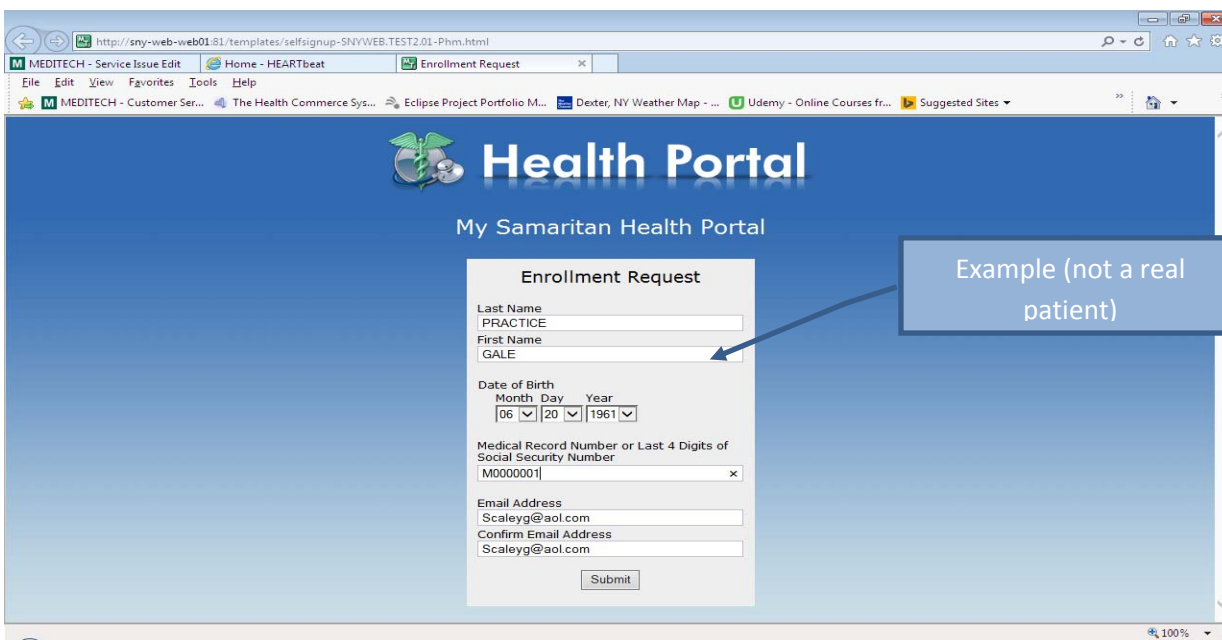Enter Month, Day and Year of Birth using the drop down boxes to make selections.

If you know your medical record number (provided on several documents if you were a patient at SMC) you may use that to enroll. If you do not have that, you can use the last four digits of your social security number.

Type Medical Record number (should have a capital M in front followed by 7 numbers), or last 4 numbers of Social Security number.

Type Email Address. Type matching Email Address again in Confirm Email Address box.
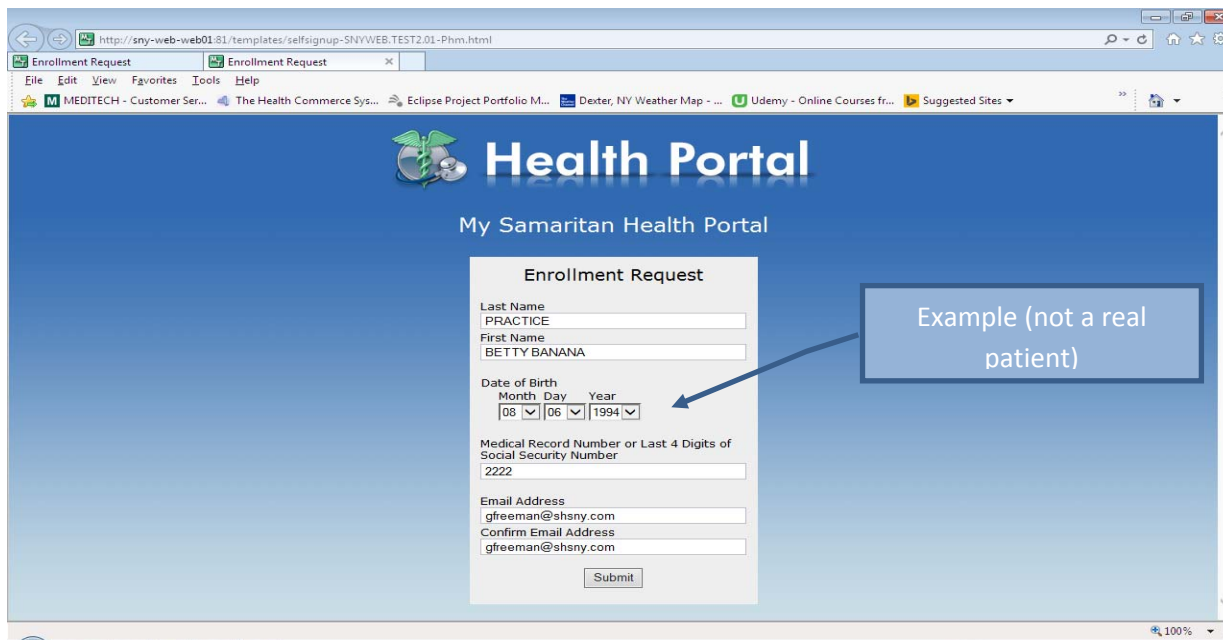
Click Submit Enrollment Request.

If you are using your medical record number, here is an example…

If you are using the last four digits of your Social Security number, below is an example.

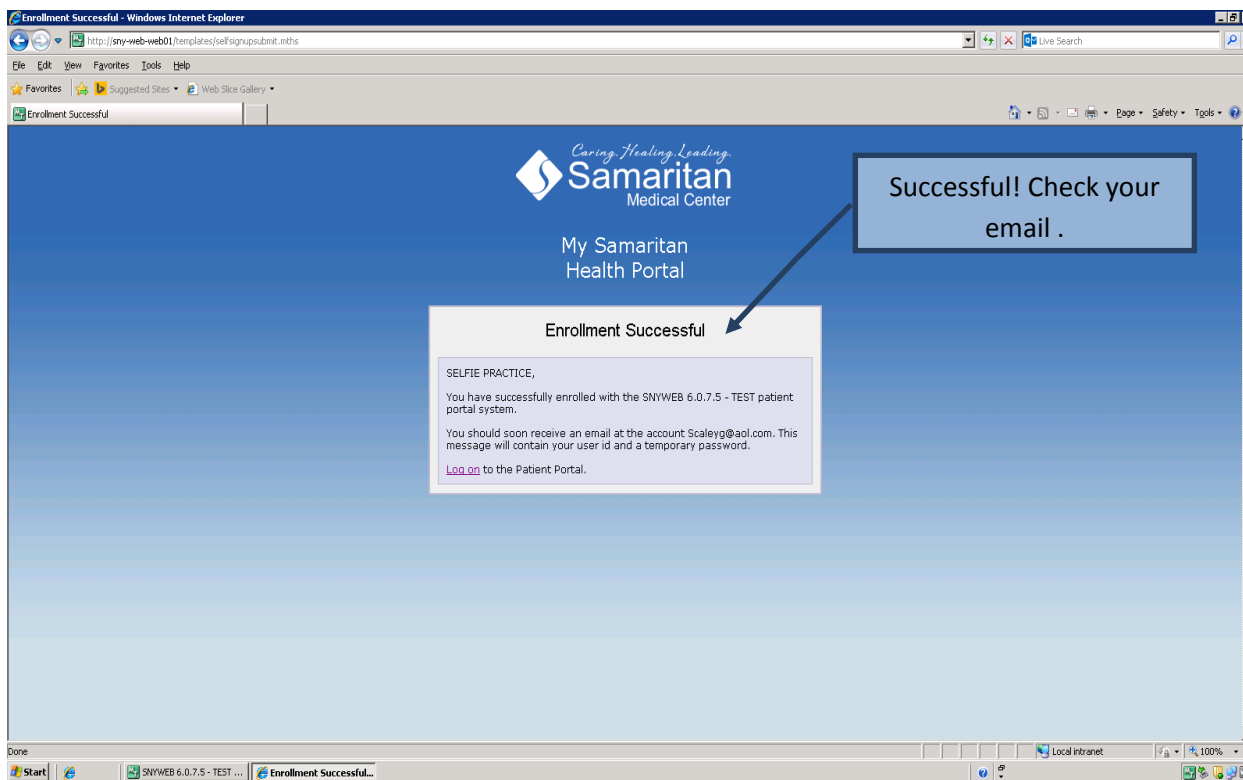In this example, the patient's social security number is 111-33-2222.

Click Submit button.

Your information must match what the hospital computer system has on file exactly. If it does, you will see a confirmation screen…

and a new email will be sent to you so you can create a username and password. Here is an example email…

Do not reply to this email. If you wish to contact us click here:
http://www.samaritanhealth.com/contact-us

Welcome to MySamaritanHealth.com !

Samaritan is pleased to bring Samaritan Medical Center patients access to their medical records
and much more through a secure online portal.

Through MySamaritanHealth.com you are able to:

- View your personal health summary
- View the results of your lab work, imaging/radiology tests, and medical transcription reports.
- Review your billing statements - with the option to pay them online
- View an upcoming appointment for an Imaging/Radiology service or Physical Rehabilitation Service
- View your demographic information

...all from the comfort of your home, whenever it is convenient for you!

By using MySamaritanHealth.com, you no longer have to request your medical record and have
copies made. You can view, print and download your records on demand!

Below is your temporary, one time Logon Id and Password to log into the hospital's portal on
MySamaritanHealth.com (please note that these will expire after 10 days). Once in the site, you will
be prompted to create your own person Logon Id and Password. Please be sure to
write this information down for your future reference. Contact Samaritan
Medical Center's Medical Records at 315-785-4099, Monday through Friday from
7:00 a.m. - 3:00 p.m. if you have any issues.

Please note that a Logon Id
can be up to 50 characters, as few as 4 characters, and must have
at least 2 numbers. Samaritan suggests using the first letter of your first name, your last
name, and your year of birth. For example, John Smith born in 1929 would be
JSMITH1929.
A password can be up to 20 characters and must have at least 2 numbers.

Please visit www.MySamaritanHealth.com and click on the "Samaritan
Medical Center-Hospital" link to access the correct portal.
Samaritan does have several other portals, so please be sure to click on the correct link.
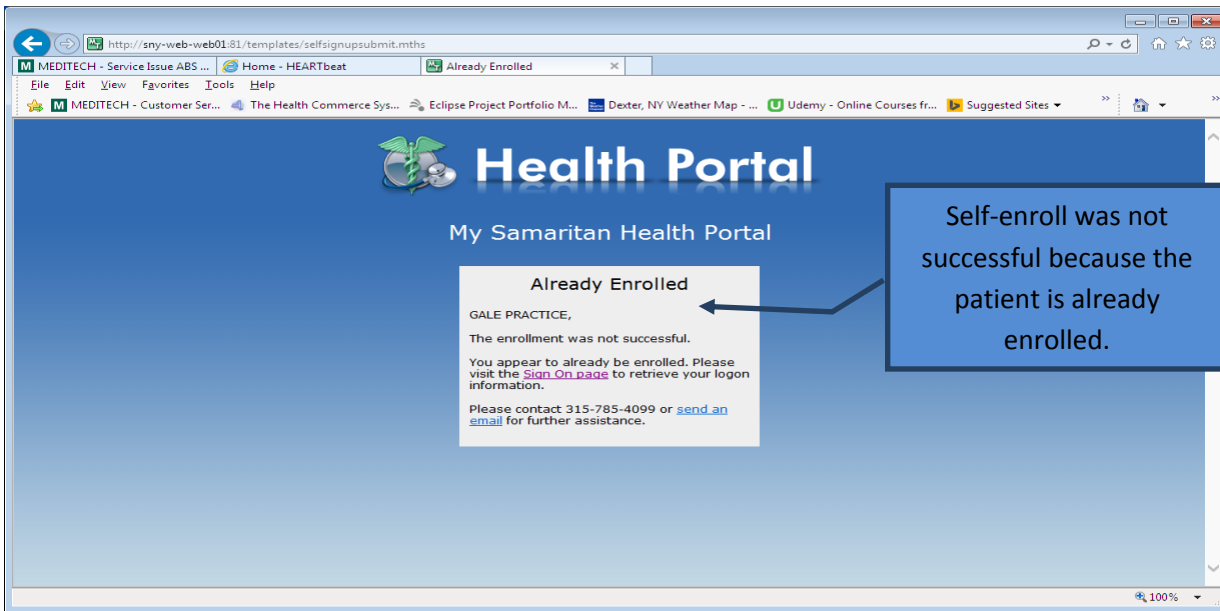
Use the link below to go directly to the Samaritan Medical Center-Hospital
Patient Portal link:

https://sny-web-web01.shsny.com/Phm-PhmHome.HomePage.WR.mthr?hcis=SNYWEB.LIVEF&application=PHM
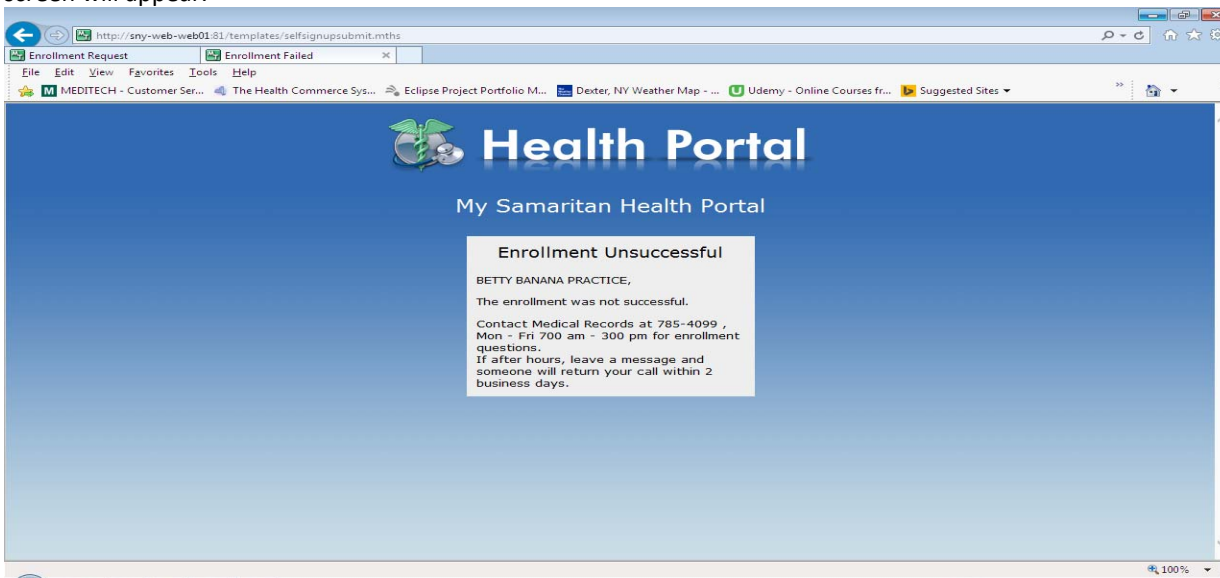
Logon Id: PS1110028226
One Time Password: 2d6b982

If the patient has already enrolled, or the email is already used in the system, the screen will come back with the next page and the self-enrollment will not be successful.

You should contact Medical Records at 315-785-4099 or click the "send an email" link.

If the information does not match what the hospital system has, or if there is another software problem, the following screen will appear.

Call Medical Records to resolve the issue or to answer any other questions at 315-785-4099, Monday – Friday from 7:00 am to 3:00pm. You may also leave a message and someone will return your call within 2 business days.