myUCLAhealth Activation and Health Form Completion Tip Sheet

Please follow these instructions to securely activate and access your myUCLAhealth account, prior to your first visit.

You will receive enrollment instructions via email

We have received your request for an activation code to create a myUCLAhealth account. If you have received this mail in error, please report it by emailing myUCLAhealth@mednet.ucla.edu.

Thank you for enrolling in myUCLAhealth. Please follow the instructions below to securely access your online medical record. myUCLAhealth allows you to send messages to your care team, view your test results, renew your prescriptions, schedule appointments, and more. myUCLAhealth is NOT to be used for urgent needs. For medical emergencies, dial 911.

How Do I Sign Up?
In your Internet browser, go to https://my.UCLAhealth.org
Click on the Sign Up Now link in the New User box.

Enter your myUCLAhealth Activation Code exactly as it appears below. You will not need to use this code after you’ve completed the sign-up process. If you do not sign up before the expiration date, you must request a new code.

MyUCLAhealth Activation Code: EMMKX-MJVUB-3XPVRK
Expires: 6/27/2017 3:26 PM

Complete the requested fields to set up your account.

For assistance in looking up your medical record number, or if you have any questions, please call the Patient Help Desk, available 24/7, at (855) 384-7052.

Sincerely,

UCLA Care Team

• In your Internet browser, go to https://my.UCLAhealth.org
• Click on I have an activation code link in the New User? box.
Enter the **myUCLAlhealth Activation Code** that was provided to you in your enrollment instructions via email.

- If you do not sign up before the expiration date, you must request a new code.
- Enter Date of Birth
- Enter the **Medical Record Number** (MRN) that was assigned to you on your initial call.

After your appointment has been scheduled, you will receive a message via myUCLAlhealth, asking you to complete your New Patient Health History Questionnaire. Your response will be submitted via your myUCLAlhealth account into your electronic medical record.

You will receive a message in the Messaging Inbox, of your active myUCLAlhealth account confirming your upcoming scheduled appointment and that there is a new questionnaire available.

You will click on the message to open the questionnaire
You will respond to the questions and submit your questionnaire.

The status of the questionnaire will display as Submitted.

Once you have completed your Questionnaire, you will still be able to provide further updates at your visit.