

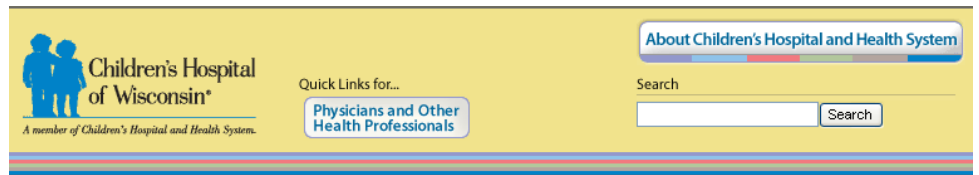
ASPIRE Referring Physician Portal Self-Registration

The ASPIRE Referring Physician Portal provides an online view of clinical information for patients seen at Children's Hospital of Wisconsin.

1. Connect to an internet service provider and go to www.chw.org
2. Click on the Quick Link for "Physicians and Other Health Care Professionals".
3. In the Referring Physician Portal box, click the link for "New Users".

The *Self-Registration* page displays.

4. Type your **Email** address (which will become your username).
5. Type your **First, Middle and Last Name**.
6. Click the drop-down arrow and select a **Practice Group**. (See instructions below to add a new Practice Group.)
7. Click the check box if you will manage physicians and staff for your practice.
8. Type your **Telephone**.
9. Type and retype a **Password** following the guidelines shown.
10. Enter general comments in the **Comment** box and/or enter the position of the user (i.e. Nurse, Referring MD, and Office Mgr.).
11. Click **Register**.



Self-Registration

Email:

First Name: Middle: Last:

Title:

Practice Group:

I will manage list of referring physicians from my practice

Telephone:

Password:

(Password must be at least 7 characters long and must contain at least one alpha and one non-alpha character. Password must not contain your user name.)

Retype Password:

Comment:

The *Account Created Successfully* screen displays.

An email will be sent to the email address you provided containing a link to activate your account.

For Practice Managers: Once your account has been approved, you will be able to maintain staff members by accessing the Practice Management link under the Physicians and other Health Care Professionals page on the CHW.org website.

12. Click **Close This Window**.



Account created successfully. An email has been sent to the email address you provided. Please follow the link in that email to activate your account within 24 hours.



Add A New Practice Group

1. Click the **Practice Group** drop-down arrow and select **Add A New Organization**.
2. Type a **Practice Group Name** and **Telephone**.
3. Click **Add New Organization**.

The new **Practice Group** will now display in the drop-down list.

Self-Registration

Email:

First Name: Middle: Last:

Title:

Practice Group:

I will manage list of referring physicians from my practice

Practice Group Name:

Telephone:

Password:

Retype Password:

Comment:

(Password must be at least 7 characters long and must contain at least one alpha and one non-alpha character. Password must not contain your user name.)

Note: After ten minutes of inactivity in the Referring Physician Portal, a “three-minute warning” window will display. Click **Close Now** to exit or **Cancel** to continue working in the Portal.

Need Help?

If you have any questions please contact:

The Children's Hospital of Wisconsin Referring MD Support team
 Phone Number: (414) 266-2310
 Email: ReferringMDSupport@chw.org

Business hours are 7AM-7PM Central time Monday through Friday.