

Managing Report Portal Authorized Recipients



The authorized portal report recipient can add additional report recipients at their discretion. The following outlines the process to add or alter authorized report recipients.

After accessing the report portal, click on the "Manage Email" button.

- The email addresses can be added, deleted, etc. in the "To" field.
- Then click on Update Email Address.
- The Report Recipient can then "Send Email" and the portal link will be redistributed to the new authorized recipient list.

Welcome: thayer@fotoinc.com, Account, Log off
Filters:
 Group: ALL | Manage Group Email | Email: trish@fotoinc.com; emailaddresshere@domain.com
 Clinic: ALL
 Clinician: ALL
 CareType: Impairment: ALL
 Outcomes Period: Last 12 months | Ending: 03/2013

News | Scorecard | Profile | Satisfaction | Group Mgt | Activity | Payer | PQRS | FileXfer | Help

Welcome: thayer@fotoinc.com, Account, Log off
Filters:
 Group: ALL | Manage Group Email | Email: trish@fotoinc.com; emailaddresshere@domain.com
 To: trish@fotoinc.com; emailaddresshere@domain.com | Update Email Address
 Subject: Outcomes Portal Link
 Message:
 Here are Your outcomes for Qtr 1 2013
 Link: https://portal.fotoinc.com/fotoautoreport/bin/wc.dll?farprocess-fotoOutcomes-88800-&ck=13980212
 When you access your report portal, you will a tab for the Outcomes Scorecard. This report is designed to give a quick review of the FS change and average visits compared to the risk-adjusted predictions for the reporting unit. The Outcomes PDF tab has more detail in a PDF format. A guide to understanding this
 Cancel | **Send Email**

Clinic: ALL
 Clinician: ALL
 CareType: Impairment: ALL
 Outcomes Period: Last 12 months | Ending: 03/2013

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The next time the portal is accessed, the revised email recipients of the portal will show in the Email field.

Welcome: thayer@fotoinc.com, Account, Log off
Filters:
 Group: ALL | Manage Group Email | Email: trish@fotoinc.com; emailaddresshere@domain.com; newemail address@domain.com
 Clinic: ALL
 Clinician: ALL
 CareType: Impairment: ALL
 Outcomes Period: Last 12 months | Ending: 03/2013

News | Scorecard | Profile | Satisfaction | Group Mgt | Activity | Payer | PQRS | FileXfer | Help

The new report recipient will click on the secure link in the email received.

Here are Your outcomes for Qtr 1 2013
<https://portal.fotoinc.com/fotoautoreport/bin/wc.dll?farprocess~fotoOutcomes~88800~&ck=13980212>
 When you access your report portal, you will a tab for the Outcomes Scorecard. This report is designed to give a quick review of the FS this scorecard is available at http://www.fotoinc.net/PDF/Outcomes_Scorecard.pdf.

A window will open to set your security password.

- Enter the email address and follow the instructions to set your password.

Login to your Report Portal Account

Important: We are now requiring a login per email address in addition to the embedded account security in the link you receive. The first time you see this page, after typing in your email address, you will be prompted to set up a password to be associated with the email account.

If your email address is not recognized as authorized for the practice id, check to make sure you are entering the email address that the FOTO system sent the link to (instead of merely being forwarded the link from a colleague).

Login to your Report Portal Account
 Email:
 (Email account where you received the link)

Once you log in, you can change your password or log out via links at the top of the page. Also, you can send colleagues links for their own account access using the "Manage Clinic Email" or "Manage Clinician Email" buttons once in the report portal.
 For further help with logging in, contact support@fotoinc.com or call 800-482-3686.

Each time you access the portal, the system will ask you to enter your email address and password. Once entered, the portal will open for your use.