香港浸信會醫院

USER GUIDE

Doctor Portal

Contents

1. DR Portal URL

https://drportal.hkbh.org.hk

Be cautions that https is a must to access Doctor Portal.

2. First time Login

When you are first time to login, the password will be your Doctor Code. Once login successfully, the password must be changed.

2.1 Welcome Email

After first time login, a confirmation email will be sent to you.

Welcome to HKBH Doctor Portal!

You have successfully login to Doctor Portal and changed your password.
Please contact support hotline 2339 8860 if need help.

Sincerely,
Information Technology Department
Hong Kong Baptist Hospital

3. Forgot password

If you forgot your password, you can access the link "Forgot your password?" in the login page as below.

You will receive a new password by email when you provide all correct information.

4. Dashboard

It will show number of reports for particular patient

Dashboard

Reports 306 (298)

Change Password

User Settings

E.g. There are 306 reports in total and 298 reports not read yet for patient "Chan Tai Man"

No. of Reports	Patient Name ↑
306 (298)	Chan Tai Man

You can expand the filter function and search particular patient

Filters

Patient Name: [   ]   Hospital No.: [   ]

Gender: [▼]

[Clear Filters]   [Search]

No. of Reports	Patient Name ↑
306 (298)	Chan Tai Man

5. Reports

It will show all report records.

E.g. There are 306 reports in total and 298 reports not read yet

5.1 Status of reports

Unread	Read Already	Panic Result	Urgent Requests	Expire Soon (3 days before expiry)
✉	✉	💓	🔔	🕐

5.2 Report Expiry Date

The report is no longer available in Doctor Portal after expiry date. Currently expiry date is 30 days after uploaded.

Expiry Date

07/04/2018

11/04/2018

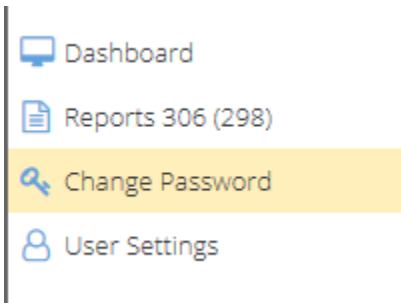You can expand the filter function and search particular reports

6. Change Password

You can change your own password

Dashboard

Reports 306 (298)

Change Password

User Settings

7. User Settings

You can see your personal information

Dashboard

Reports 306 (298)

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