

# Georgetown Internal Medicine

Secure way to access medical records

## Patient Portal

**[gimky.org](http://gimky.org)**

Georgetown Internal Medicine offers our patient's a secure online option to access medical records. By making a phone call to the office or an online request, we can send records to the portal for you to download and print at your convenience. Please sign up for the portal today. It will only take a few minutes and we can help you set it up while you are in the office. All you need is an email address. Ask the registration clerk for more information. You can also visit our website to view complete instructions and link to the portal:

**[gimky.org](http://gimky.org)**

### Patient Portal Instruction

**Go to:** [www.gimky.org](http://www.gimky.org) and click on Patient Portal

**Username:** \_\_\_\_\_

**Password:** \_\_\_\_\_

### Viewing Files From Practice

- To view files sent from the practice select patient files from the patient information menu. ( you have to hover over the patient information to be able to click on patient files.)
- The file(s) are displayed in the file console.
- You can view the file by clicking on the file name, you can download the file by clicking download file.

### Communicating With Your Practice

- To send an electronic message to your provider or their practice, click communications from the main menu to access the messaging center.
- From the messaging center you can compose, read and reply to your messages from your practice.
- To send an appointment request to the practice, complete the information in the appointment box and click request appointment.

**However, keep In mind, your messages may not cross over immediately, also it may take our practice up to an hour to view. So please call the office for a faster response if needed.**

**Just a reminder the system locks up if you move inadvertently between files, always move back and forth from Dashboard. Do not hit the back key.**