

Welcome to MyCareCorner, your personal portal to your health record. We've created this simple, yet comprehensive guide to help you navigate through your new portal.

Getting Started

Black Hills Surgical Hospital will provide you with an email (if you provided an email address) or a printed copy of instructions for accessing the MyCareCorner website.

Using the Printed Instructions

1. Open your web browser, type the URL from the printed invitation into the address bar, and press **ENTER**. The Welcome page is displayed.
2. Click **Continue**. The Identity Code screen is displayed.
3. Enter the invitation code from your printed instructions.
4. Click Submit. The Create Your MyCareCorner Account page is displayed.
5. The remaining steps are the same as in the [Using the Email section \(below\)](#). See steps 3-9 of that section to complete the process.

Using the Email

1. Click the **link** in the email. The MyCareCorner welcome page is launched in your web browser.
2. Click **Continue**. A security question is displayed to confirm your identity. Answer the question and click **Next**.
3. A question is displayed: Do you already have a MyCareCorner account? Click the appropriate answer.
4. If you click **Yes**, the Sign In page is displayed. Enter your Email and Password and click Sign In. An Invitation to Access page is displayed, indicating records that can be associated with your account. See the next section of this document for next steps: [I Have an Existing MyCareCorner Account](#).
5. If you click **No**, the Create Your MyCareCorner Account page is displayed. Proceed with step 4.
6. In the fields on the **Create Your Account page**, enter your first name, last name, an email address, and password.
7. Check the **I agree to the Terms and Conditions** box.
8. Click **Next**. The Create Health Record page is displayed.
9. Enter the information for the health record in the fields provided: First Name, Last Name, Relationship to You, Country, Postal Code/Zip, Sex, and Date of Birth. NOTE: This could be a person other than you if you are setting up the health record for a child, spouse, or you are a patient representative.
10. Click **Next**. An authorization message is displayed indicating the access being given. Click **Authorize**.
11. An Access approved message is displayed. Click Home to enter the patient portal. As the patient portal home page is opened, a Your Data is Loading message is displayed. Once the message disappears, refresh your browser to ensure the health record data is displayed. *If you have any issues getting your data, please contact Black Hills Surgical Hospital Medical Records at 605-721-4969.*

Access MyCareCorner Anytime

www.mycarecorner.net

or download the app on your phone

I Have an Existing MyCareCorner Account

If you have an existing MyCareCorner account and have received an invitation to create a health record for an additional person (or for yourself), you must select the health record to associate with your account.

1. Click the **link** in the email. The MyCareCorner welcome page is launched and displayed in your web browser.
2. Click **Continue**. A security question is displayed to confirm your identity. Answer the question and click Next.
3. A question is displayed: Do you already have a MyCareCorner account? Select **Yes**.
4. An Invitation to Access page is displayed with the name of the person's health record that you are accessing.
5. If the invitation is for you and your health record is listed, **select it** and click **Finish**. If you are managing another person's health record, you will need to create a new record. Click Create New Record. It is important to note that multiple patients can be set up under one account (or email address/password combination) so that spouses and/or children can be accessed from a single account holder.
6. Enter the information about the person whose health information you are managing (this may be you or someone else). Enter their first name, last name, sex, and date of birth (you may also enter their relationship to you) and press the Next button. Your account and health record are now created.
7. Click Home to go to the MyCareCorner patient portal home page.

IMPORTANT REMINDER!

You cannot edit information that is displayed from the hospital information system. And your providers are not able to see your portal record. If you have information that your providers need to know, please send a message or call your provider's office to notify them.

Online Bill Pay

Bill Pay can be accessed anytime thru MyCareCorner or directly at: www.personapay.com/blackh

Please contact Black Hills Surgical Hospital Medical Records at 605-721-4969 for any issues.

Monday – Friday, 8:00am to 5:00pm

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