# Complete Forms in Patient Portal

You can complete forms prior to your visit using the Patient Portal. You will receive a notification email alerting you to complete an assigned form. Click the link included in the notification email to access the patient portal.

*Go to the **Patient Portal** home page.*

1. Log in to the portal. The **Patient Forms** icon displays with the number of forms to be completed.

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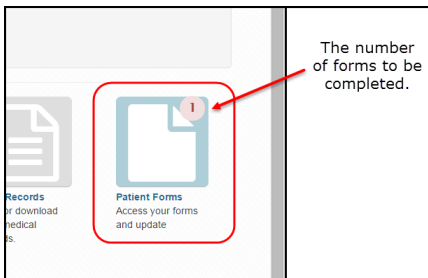
2. Click the **Patient Forms** icon on the home page. The **Patient Forms** screen displays.
3. Click the **Start** button for a form. The form displays.
4. Complete the patient check-in forms and take the following actions based on the type of form you are completing:
    - **Exit** – Closes the form screen.
    - **Ask a Question** – Opens the **Messaging** screen in the Patient Portal.
    - **Save and Close** – Saves your work and closes the form screen. Form status changes to **Saved**.
    - **Finish and Submit** – Closes the form screen and sends the form back to the office for review. Form status changes to **Submitted**.
    - **Decline** (Consent Form) – Closes the form screen and send the form back to the office for review with no signature. Form status changed to **Submitted** in the portal Patient Forms grid.