



## ETCH Patient Portal Updating Profile

Please make sure that you are going to the following address: <https://patientportal.etch.com>  
**Please Note: Do not use the browser back and forward page buttons; you must utilize the patient portal action buttons to navigate.**

From the action buttons at the top of the screen, select the Profile Button:



Currently, patients/parents can update information in the Patient Portal.  
An example is as follows:

Demographic Information	
Marital Status	<input type="text" value="Marital Status"/>
Race	<input type="text" value="White"/>
Religion	<input type="text" value="Baptist"/>
Address	<input type="text" value="123 Main Street"/>
City	<input type="text" value="KNOXVILLE"/>
State	<input type="text" value="TENNESSEE"/>
Zip	<input type="text" value="37918"/>
Home Phone	<input type="text" value="865-555-1212"/>
Other Phone	<input type="text"/>
Email	<input type="text" value="yourname@domain.com"/>
Mother's Name	<input type="text"/>



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**Next of Kin**

Last Name:

First Name:

Middle Name:

Address:

City:

State:

Zip:

Home Phone:

Other Phone:

Relationship To Patient:

**Person to Notify**

Same as Next of Kin

Last Name:

First Name:

Middle Name:

Address:

City:

State:

Zip:

Home Phone:

Other Phone:

Relationship To Patient:

Simply go through the screens and update the information. Once completed, you have the opportunity to submit the changes.

The information is sent to the admitting and medical records staff to review.

**Please Note: Someone must review and verify the information before it will be updated in the Patient Portal.**