

# Patient Portal Backup Sheet

A free printable patient portal backup sheet for organizing portal names, clinic or hospital systems, doctor contacts, login recovery location notes, caregiver contacts, and where records may be found.

## Person & contacts

- ☐ Name / preferred name / DOB \_\_\_\_\_
- ☐ Emergency contact \_\_\_\_\_
- ☐ Caregiver contact \_\_\_\_\_
- ☐ Who can help access \_\_\_\_\_

## Portal list

- ☐ Portal / app name \_\_\_\_\_
- ☐ Clinic / hospital system \_\_\_\_\_
- ☐ Doctor / specialist \_\_\_\_\_
- ☐ Portal support contact \_\_\_\_\_

## Records & recovery

- ☐ Records found there \_\_\_\_\_
- ☐ Login recovery kept at \_\_\_\_\_
- ☐ Do not print passwords \_\_\_\_\_
- ☐ Record request note \_\_\_\_\_

## Backup notes

- ☐ Printed backup location \_\_\_\_\_
- ☐ Digital backup location \_\_\_\_\_
- ☐ Source records kept at \_\_\_\_\_
- ☐ Last updated by / date \_\_\_\_\_

### Important note

Organization only. Do not print passwords or security answers. Does not replace patient portals, medical records, clinicians, care plans, or professional guidance.

