

## ABOUT

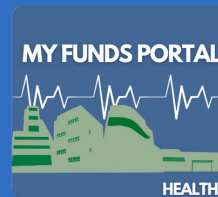
Once the provider places a referral for you, our team will be notified to begin working on coordinating your services. Our staff will reach out to you by phone to schedule your appointment with a participating provider. Multiple visits may be on one authorization form, please ask the clerical staff for more detail.

Once completed, referrals will be sent directly to your offsite providers office! A copy of your referral will also be sent straight to your patient portal at MyFundsPortal.com

You can call us with questions at any time at 1-718-606-FUND (3863), extension 4135 or message us through your MyFundsPortal patient portal.

## CONTACT US

718-606-FUND (3863)



[myfundsportal.com](http://myfundsportal.com)



Brooklyn Health Center  
Harlem Health Center  
Midtown Health Center  
Queens Health Center



@EBF\_HCI



@HealthCenterInc

# PATIENT SERVICES



All offsite referrals are coordinated with Patient Services without you having to come into the office.

## HOW CAN I RETRIEVE AN OFFSITE REFERRAL?

Referrals will be sent directly to the offsite provider's office. A copy of your referral will also be sent straight to your patient portal at [MyFundsPortal.com](http://MyFundsPortal.com)

## HOW LONG WILL IT TAKE ME TO RECEIVE MY REFERRAL?

You should expect a call from one of our patient services representatives to coordinate your offsite appointment date, time, and location. Appointments are subject to availability to offsite providers.



## HOW WILL I RECEIVE UPDATES REGARDING MY REFERRAL?

Once your referral is approved, you will receive a call to coordinate your appointment.

## CAN I RESCHEDULE MY REFERRAL?

Yes! You can reschedule directly with your offsite provider's office.

## PATIENT PORTAL

With your My Funds Portal Patient Portal, you will be able to access your health information when you need it.

- Receive information regarding your offsite referrals.
- Access information from your medical records.
- View lab results with your provider's comments.
- Access to your provider's notes.
- Request new appointments or cancel/reschedule right from your portal account.
- Request medication refills without the need to schedule an appointment with your doctor.\*

\*an appointment maybe necessary if your doctor feels you need to be seen.