

# Dr. Bojana

connect • learn • transform



## Welcome to the office of Dr. Bojana Jankovic Weatherly!

Congratulations, you have made an important first step in reaching your health goals. You will receive a separate email shortly confirming your initial appointment with Dr. Bojana J Weatherly.

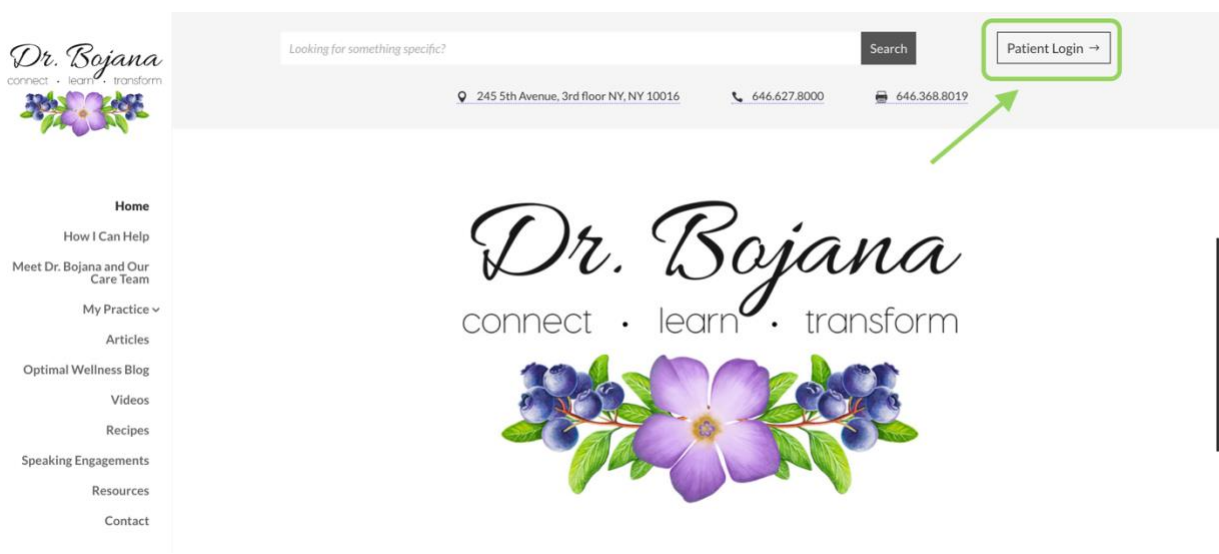
Please read through this tutorial and tour your patient portal so you can confidently share, review and update your information with our office.

## What is the patient portal?

The patient portal is your hub for sending and receiving messages from our office, gaining access to test results, invoices, scheduling your appointments, and more. Please continue to read on, even if you have previous experience with patient portals.

## Begin here!

You can access the patient portal from our website, [drbojana.com](http://drbojana.com). We recommend bookmarking the Login page for quick access in the future.



Once logged in you will see a descending list of icons on the right-hand side. Click on each icon to upload or fill out as much information as you can.

# Dr. Bojana

connect • learn • transform



## My Account Details

Please be sure to fill out your home address and add a photo to your portal. Below this, is space for your insurance information. Although we do not accept insurance, this information is still important to have on file for possible referrals and authorizations. Be sure to save your work in each section!



- Home
- How I Can Help
- About Dr. Bojana
- My Practice ▾
- Articles + Newsletters
- Videos
- Recipes
- Speaking Engagements
- Resources
- Contact

## My Account Details

Please help us keep our records up to date by regularly reviewing and updating your personal information. Requested changes pending our review are shown in **orange**. To update core information, such as your name and date of birth, please [contact our office directly](#).

### Basic Contact Information

Home Address	City		
<input type="text"/>	<input type="text"/>		
Home Address (suite/apt)	State / Province		
<input type="text"/>	New york		
Zip / Postal Code	Preferred Contact Phone Number		
<input type="text"/>	Home Phone ▾		
Home Phone	Work Phone	Mobile Phone	Other Phone
<input type="text" value="646-627-8000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SAVE ACCOUNT DETAILS

### Your Photo

#### Current Photo



Choose File No file chosen

You may upload .jpg, .gif, or .png formatted images

### Hi Bridget!

- Home
- My Account Details
- Secure Messages
- My Appointments
- Invoices & Payment
- Questionnaires
- Labs & Documents
- My Vitals
- My Medications
- My Supplements
- My Allergies
- My Vaccine Record
- My Pharmacies
- My Visit Summaries
- Log Out

# Dr. Bojana

connect • learn • transform



## Secure Messages

From here on, this is the requested method of exchanging written messages to the providers and the administrative staff. Using personal emails is not a secure way to share or discuss your private health information. At the bottom of the message screen, please select who should see this message. This is an important step to ensure your message isn't missed and is directed at the correct staff member to ensure optimal response time. If you have not logged on in a while, and you have a pending message, you may receive a notification to your personal email. If you receive this notification, please be sure to log into your portal and address the pending message from our office. Red notifications will populate over icons that need your attention.

na  
nsform

although we will do our best to respond to your message within 1-2 business days. If you have a medical emergency, please call 911. If you do not have an emergency, but require urgent care, please contact our office during business hours.

My Appointments

Submit a Secure Message

Subject

Complaints / Questions / Symptoms:

Dr. Bojana Weatherly  
Vanessa Kahler  
✓ Bridget Shaffo

(Note: If the selected provider is not available, another provider may respond)

How should we reply?

Secure Message to Portal

Please mark this box if no reply is necessary ☐

"I understand that by submitting this form I am authorizing Bojana J. Weatherly, M.D. to bill me for time spent in reviewing and responding to my message." ☐

SEND MESSAGE

# Dr. Bojana


connect • learn • transform



## My Appointments – an easy way to request an appointment

We are happy to share this new feature with you! As an established patient, who is participating in the Comprehensive Care Package, you can now make a direct request for your next appointment with the health coach or doctor. Please note that you will be required to have your card on file to schedule future appointments.

Simply select the provider you wish to book with, the type of appointment you're booking (be sure to read the appointment descriptions before requesting), then select a date and time. If there is a conflict, or we feel that an alternate appointment type would better meet your needs, our office will reach out to you to discuss and confirm.



- Home
- How I Can Help
- About Dr. Bojana
- My Practice ▾
- Articles + Newsletters
- Videos
- Recipes
- Speaking Engagements
- Resources
- Contact

## My Appointments

Upcoming Appointments Please note: Appointment times are shown in EST

You do not currently have any appointments scheduled.

### Schedule an Appointment

Use the selectors below to schedule an appointment.

#### Cancellation Policy

Prior to your visit, we devote time to reviewing your intake forms and preparing for our visit. We dedicate the time during our visit to provide you with the care, thoughtfulness and attention to best serve your needs. Because of the significant preparation that goes into our visits and the time that is reserved for your visit, we ask that you **notify us 2 business days in advance to change or cancel an appointment to avoid a late cancellation fee.** Providing notice in advance allows us to reallocate that time slot to another patient who is waiting for availability. If we are not provided this notice for the appointment with your doctor, a \$400 cancellation fee will be applied for new patient/initial appointments, \$300 for 60 minute and \$150 for 30 minute follow up visits (this is a separate charge from your deposit). For health coaching visits that were canceled late or missed, a cancellation fee of \$100 will be applied for each new patient appointment, and \$50 for each follow up appointment.

[Select Provider...]

Vanessa Kahler

✓ Dr. Bojana Weatherly

Step 2. Select the appointment type...

[Select Visit Type]

Hi Bridget!

- Home
- My Account Details
- Secure Messages
- My Appointments**
- Invoices & Payment
- Questionnaires
- Labs & Documents
- My Vitals
- My Medications
- My Supplements
- My Allergies
- My Vaccine Record
- My Pharmacies
- My Visit Summaries
- Log Out

# Dr. Bojana

connect • learn • transform



## Invoices

Here you can view your balance and access statements and invoices. This section will be important for patients who wish to seek reimbursement from an insurance company. Please allow for a 48-hour turnaround time to access your recent invoice after your visit with the doctor. Appointments with the health coach are likely not eligible for reimbursement, however, we will still provide you with a receipt for the visit.

Invoices are organized by date of service. Click on the blue button to view a list of your invoices. These invoices load as a printable PDF.



- Home
- How I Can Help
- About Dr. Bojana
- My Practice ▾
- Articles + Newsletters
- Videos
- Recipes
- Speaking Engagements
- Resources
- Contact

## My Bills and Payments

The billing section of the Patient Portal allows you to see your current balance, review your statement (history of charges), and download insurance invoices that have been made available by your provider. If you have any questions about charges shown here, please use the [secure message portal](#) to contact us.

To make payments on your account, please call our office at 646.627.8000.

Current Credit: N/A (\$0.00)

### Billing Options



#### My Statements

Review your billing history, with a full list of charges and payments

[VIEW STATEMENT](#)



#### My Invoices

View or print [requested invoices, receipts, or estimates](#)

[VIEW INVOICES](#)

### Hi Bridget!

- [Home](#)
- [My Account Details](#)
- [Secure Messages](#)
- [My Appointments](#)
- [Invoices & Payment](#)
- [Questionnaires](#)
- [Labs & Documents](#)
- [My Vitals](#)
- [My Medications](#)
- [My Supplements](#)
- [My Allergies](#)
- [My Vaccine Record](#)
- [My Pharmacies](#)
- [My Visit Summaries](#)
- [Log Out](#)



## Questionnaires

Questionnaires are required prior to your initial appointment. You will notice that the forms are divided into two groups, “Medical” and “Administrative”.

Please complete all administrative consents and policies within 48 hours of scheduling your appointment to confirm. The medical questionnaires will also need to be completed prior to your visit. Please have these done no less than 48 hours prior to the day of the appointment. We ask that this is done in advance so that our providers can properly review the information and prepare for your visit. Doing so helps you optimize the time you’re here and allows our providers to focus on you in the appointment.

If forms are not completed within the requested time, our office may reach out to you to reschedule your appointment.

The screenshot displays the Patient Portal Cerbo interface. On the left is a sidebar with navigation links: Home, How I Can Help, About Dr. Bojana, My Practice, Articles + Newsletters, Videos, Recipes, Speaking Engagements, Resources, and Contact. The main content area is divided into two primary sections, each highlighted with a green box and an arrow pointing to it from the right sidebar:

- Medical Assessment Questionnaires** (indicated by a green box and arrow):
  - CONTINUE PREVIOUS FORM FROM 05/08/2019 + Medical History Questionnaire
  - + START + Medical Symptom Questionnaire
  - + START + GAD-7 Questionnaire
  - + START + PHQ-9 Questionnaire
  - + START + Lifestyle and Social History
  - + START + Family History Questionnaire
  - + START + Readiness Assessment
  - Last completed on 05/08/2019
- Administrative Policies and Consent** (indicated by a green box and arrow):
  - + START + Comprehensive Consent Form
  - + START + Laboratory Testing Informed Consent
  - + START + Authorization for Release of Health Information
  - + START + Medicare Opt Out Notice

On the right side of the interface is a vertical sidebar menu with various icons and labels: Invoices & Payment, Questionnaires (highlighted with a green box and arrow), Labs & Documents, My Vitals, My Medications, My Supplements, My Allergies, My Vaccine Record, My Pharmacies, My Visit Summaries, and Log Out.

Patient Portal Cerbo© 2019



# Dr. Bojana

connect • learn • transform



## Labs and Documents

In this section, you have access to your “paper” chart. Any lab or imaging results will be filed here, as well as faxed requests, and other notes. In most cases, the doctor will speak with you, or discuss your results prior to releasing them for you to view in your portal. This may be done in an upcoming appointment, or phone call. If you do not see your result here, and you feel they should have already been released, please message Bridget Shaffo in the Secure Message tab to confirm we have received it.

This is also an important area for patients coming to us with previous medical records. If you have labs, medication lists or other outside consultation notes you would like the doctor to view, please upload them here instead of carrying them in day of. Our staff is committed to providing quality service, and this means being properly prepared for each of your visits. Uploading them here allows us to have access to the records in advance to review. Bringing records with you in hand, may delay the providers from viewing this information in a timely manner.

To upload a document, simply click on the blue button in the center of the page. Select your file, name it and send! Don't have a scanner at home? Taking a photo of the document is acceptable, but must be easily read (i.e. proper lighting, and alignment). You may also drop records off at our office in advance to allow for the processing time.

The screenshot shows the 'Labs & Documents' section of the Dr. Bojana patient portal. On the left is a navigation menu with links: Home, How I Can Help, About Dr. Bojana, My Practice, Articles + Newsletters, Videos, Recipes, Speaking Engagements, Resources, and Contact. The main content area is titled 'Labs & Documents' and includes a sub-header 'My Documents: Recent Documents' with a 'Download All' link. Below this, there are tabs for 'Recent Documents (1)', 'Forms (6)', 'Uncategorized (1)', and 'Labs (1)'. The 'Recent Documents' tab is active, showing a document titled 'Quest Signed Consent'. A blue button labeled 'UPLOAD NEW DOCUMENT' is highlighted with a green box and an arrow. On the right side of the page is a sidebar titled 'Hi Bridget!' with various icons and links: Home, My Account Details, Secure Messages, My Appointments, Invoices & Payment, Questionnaires, Labs & Documents (highlighted with a green box and an arrow), My Vitals, My Medications, My Supplements, My Allergies, My Vaccine Record, and My Pharmacies.

# Dr. Bojana

connect • learn • transform



## Supplements

Please visit the supplement section often, and prior to each appointment to ensure that the list is current. Have you run out of an item? Have you forgotten to take it the past several weeks? Did you purchase but not begin taking it just yet? Keeping an updated list or documentation of what you're currently taking helps our providers see the full picture of your health, and lifestyle. The more up to date you keep your records, and the better we can serve you!



- Home
- How I Can Help
- About Dr. Bojana
- My Practice ▾
- Articles + Newsletters
- Videos
- Recipes
- Speaking Engagements
- Resources
- Contact

## My Supplements

You can see your past and current supplements below. To renew or re-order a supplement, click the green renew icon.

If you have specific questions on a supplement, please contact us by sending a [secure message](#).



### My Supplements

Supplement	Strength	Expires
Actions		

We have no supplements on record for you.

### Past Supplements

We have no supplements on record for you.

[ADD A NEW SUPPLEMENT +](#)

## Hi Bridget!

- Home
- My Account Details
- Secure Messages
- My Appointments
- Invoices & Payment
- Questionnaires
- Labs & Documents
- My Vitals
- My Medications
- My Supplements**
- My Allergies
- My Vaccine Record
- My Pharmacies



# Dr. Bojana

connect • learn • transform



## Pharmacies

Please update this area of your chart prior to your initial appointment as a part of your basic demographic information. If you have more than one pharmacy (close to home, close to work, etc.), please include all so that we can provide you with uninterrupted care.



- Home
- How I Can Help
- About Dr. Bojana
- My Practice ▾
- Articles + Newsletters
- Videos
- Recipes
- Speaking Engagements
- Resources
- Contact

## My Pharmacies

Set preferred pharmacies here to make it fast and easy for us to call in your prescriptions and to prevent mix-ups. Below are the preferred pharmacies that we have on file for you, with your primary pharmacy listed first. You can remove a pharmacy from the list, change your primary pharmacy, or add a new preferred pharmacy using the buttons provided.

For uninterrupted prescriptions, it is important that patients do not miss appointments with Dr. Bojana Jankovic Weatherly. Please notify us that you need a refill at least 7 business days before you are about to run out of your prescription medications. If you use a mail delivery pharmacy, please request your refill at least two weeks prior to the refill date to ensure you are not left without your medication.

ADD A PHARMACY +

## My Pharmacy Preferences

We don't currently have any pharmacies on record for you. Please use the "+ Add Pharmacy" button above to add preferred pharmacies

Hi Bridget!

- Home
- My Account Details
- Secure Messages
- My Appointments
- Invoices & Payment
- Questionnaires
- Labs & Documents
- My Vitals
- My Medications
- My Supplements
- My Allergies
- My Vaccine Record
- My Pharmacies
- My Visit Summaries

*Thank you* for taking the time to tour your new patient portal! For technical support you may reach out to Cerbo directly using the link at the bottom of any portal page. Remember, in order to confirm your initial appointment, all administrative and consents will need to be completed 48 hours after scheduling your appointment. All other medical questionnaires should also be completed no later than 48 hours prior to when the appointment takes place.

Have additional questions? Please call our office at 646-627-8000 from Monday – Thursday anytime between 9 am – 5 pm.

Warm regards,  
The office of Dr. Bojana Jankovic Weatherly

*Dr. Bojana*  
connect • learn • transform



245 5<sup>th</sup> Avenue, 3<sup>rd</sup> floor  
New York, NY 10016