

Adding the Patient Advocate Mail Box in MiCare

- 1.) Log into MiCare.
- 2.) Click "Link to a New Doctor".
- 3.) Select the Patient that you want to add the Patient Advocate Mailbox to.
- 4.) Type "Advocate" under "Doctor's Last Name".
- 5.) Type "65305" under "ZIP Code".
- 6.) The Patient Advocate mailbox will come up. The label is "Advocate Provider, Patient, MD Family Medicine" the system requires the mailbox to be labeled this way.
- 7.) Click "Select this doctor".
- 8.) The mailbox will be added and you will be brought back to the previous screen with a listing of your providers. Click "I'm Finished Adding Doctors".
- 9.) You are now Done. Click "Exit Setup".