

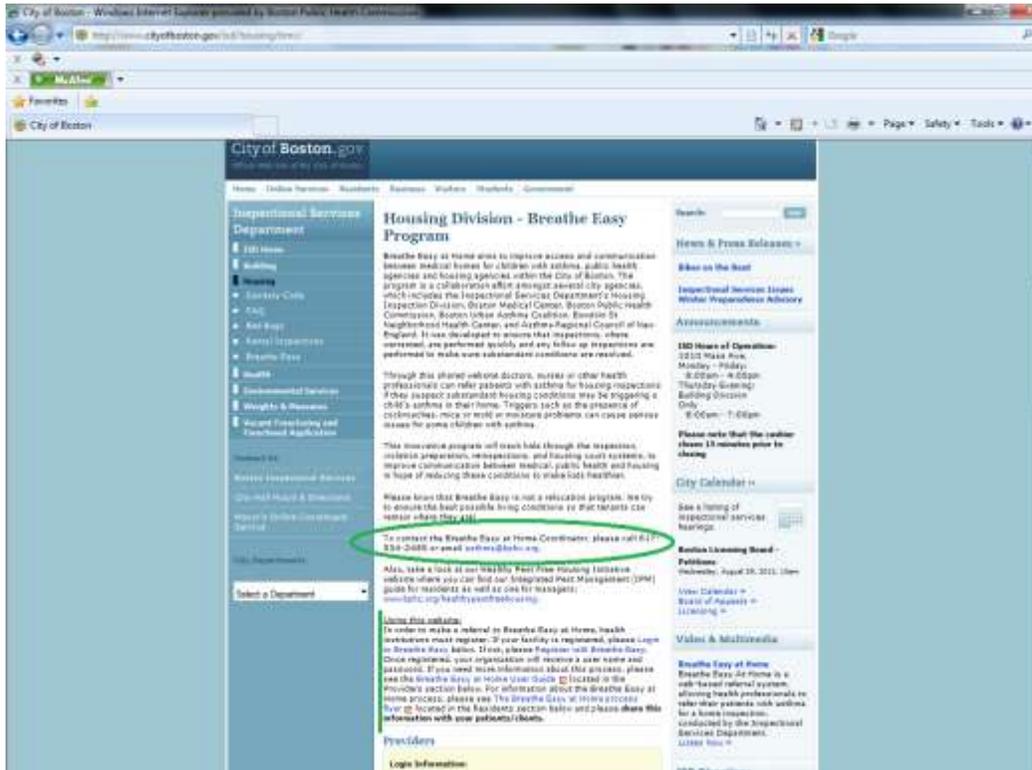
Breathe Easy

at home program

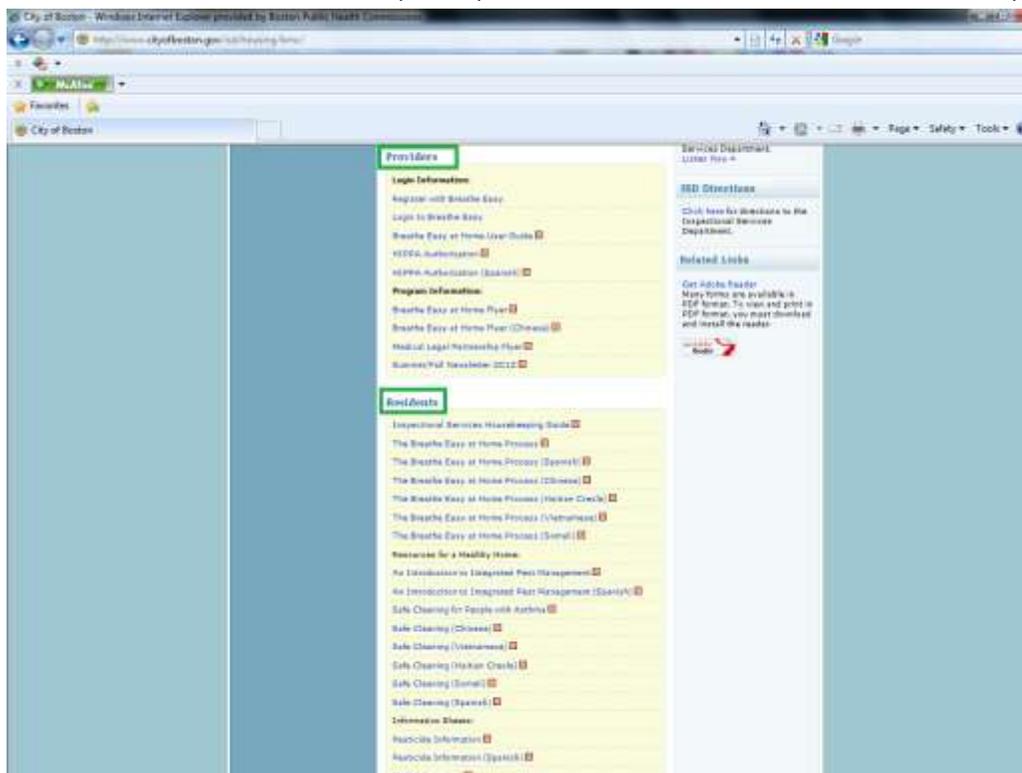
User Guide



Go to the *Breathe Easy at Home* Webpage: <http://www.cityofboston.gov/isd/housing/bmc/>

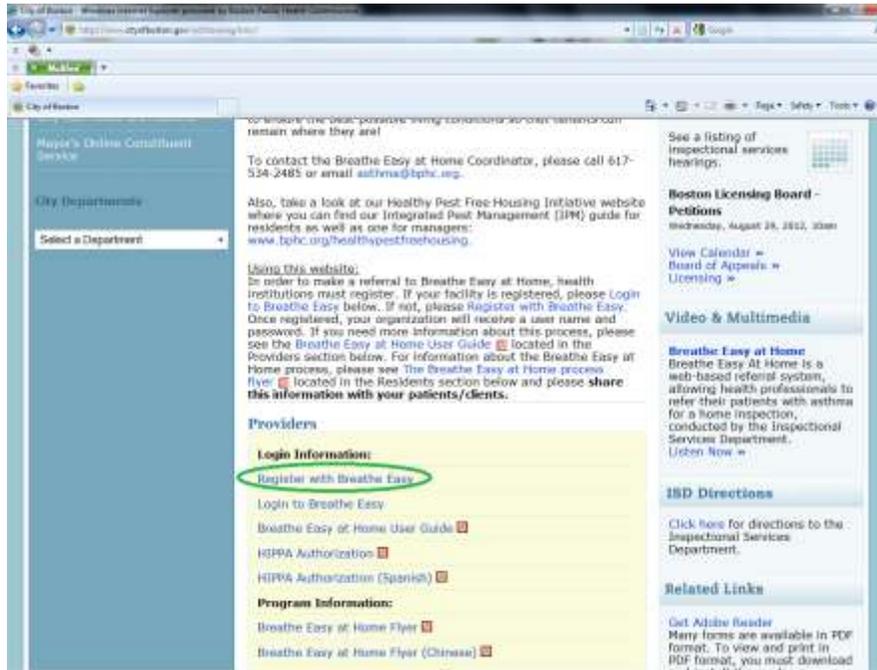


If you are new to the site, please note the Breathe Easy at Home Coordinator's contact information, instructions on how to use the website (above) and our numerous informational resources (below).

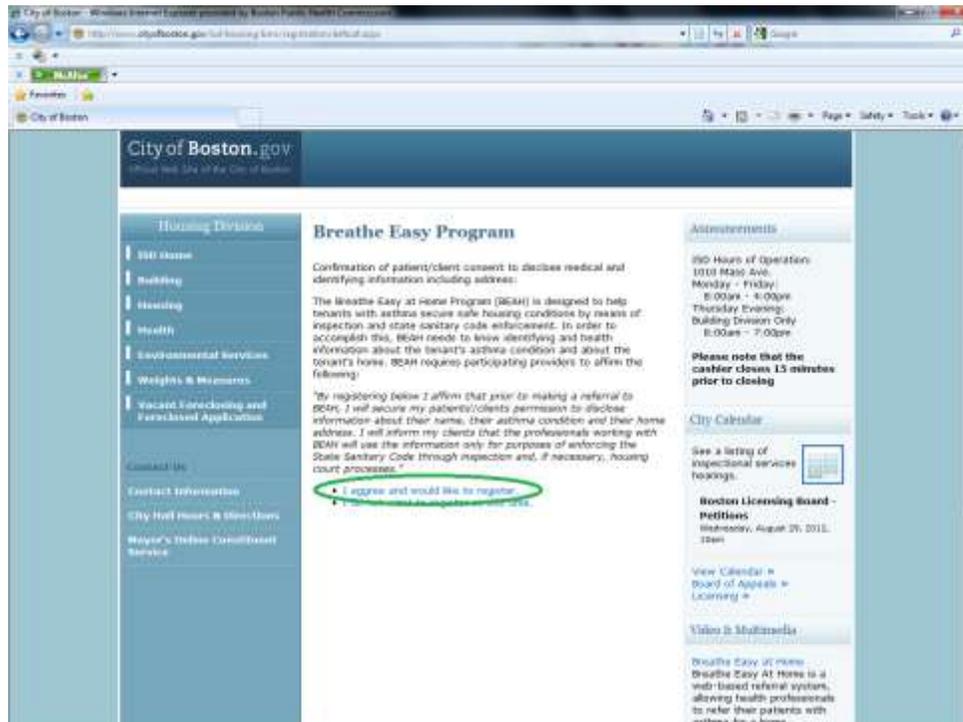


Registering for *Breathe Easy At Home*

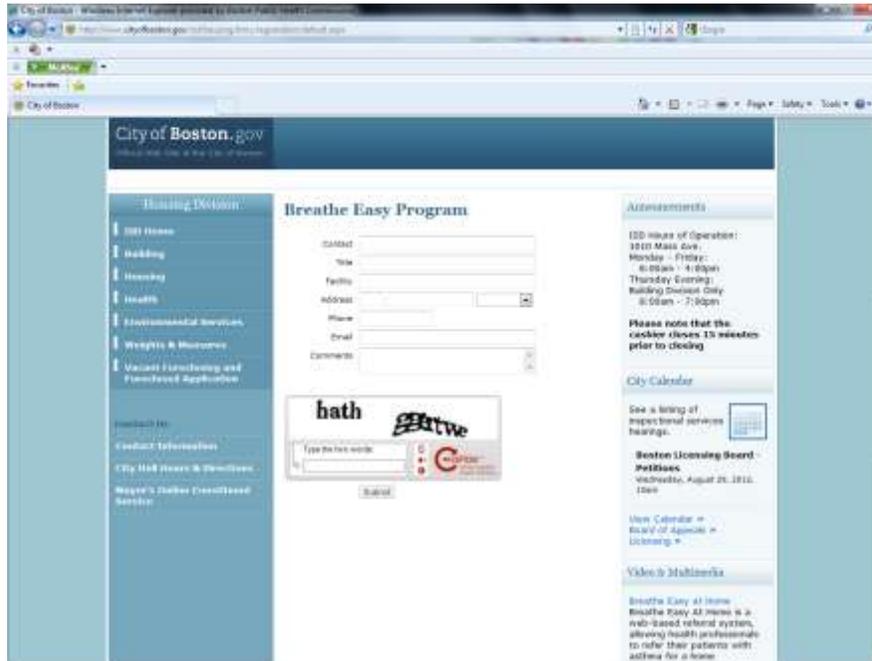
1. Go to the *Breathe Easy At Home* main page at <http://www.cityofboston.gov/isd/housing/bmc/>
2. Click on **Register for Breathe Easy**.



3. Click 'I agree and would like to register.'



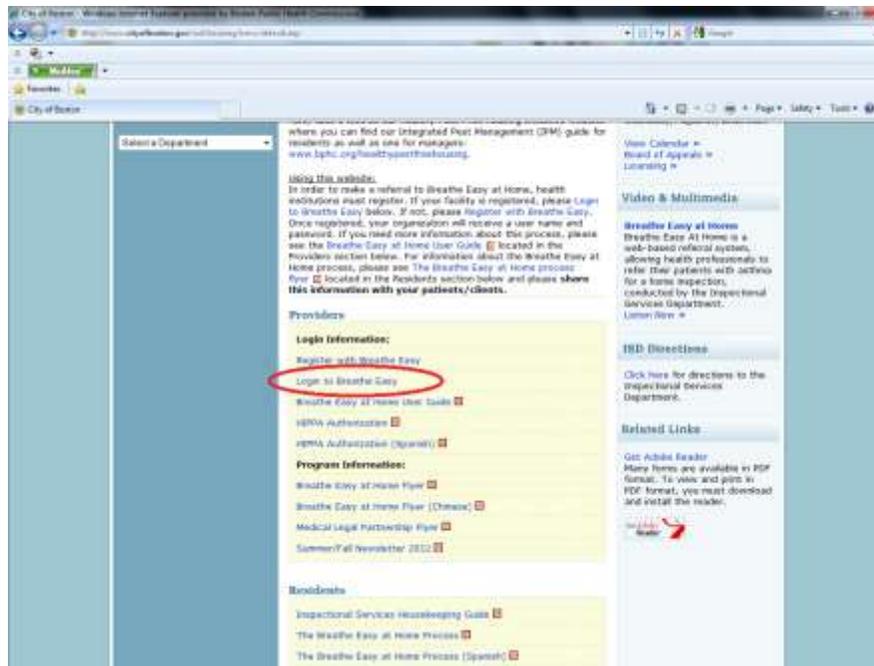
4. Enter your information in spaces provided and click **Submit**.



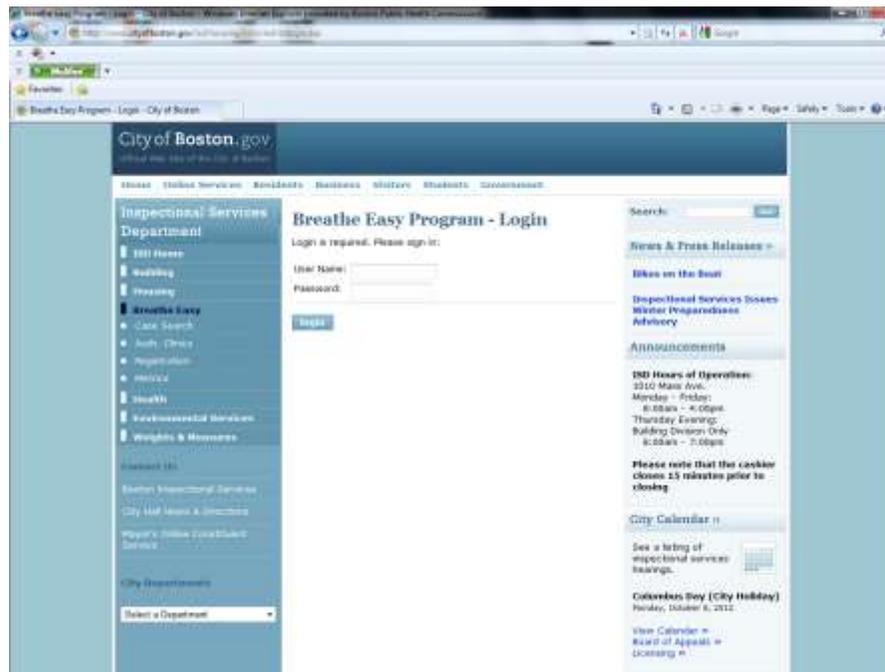
You will receive an e-mail with your user ID and password in 24-72 hours.

Referring Clients to *Breathe Easy At Home*

1. Go to the *Breathe Easy At Home* main page at <http://www.cityofboston.gov/isd/housing/bmc/>
2. Click on **Login to Breathe Easy**.



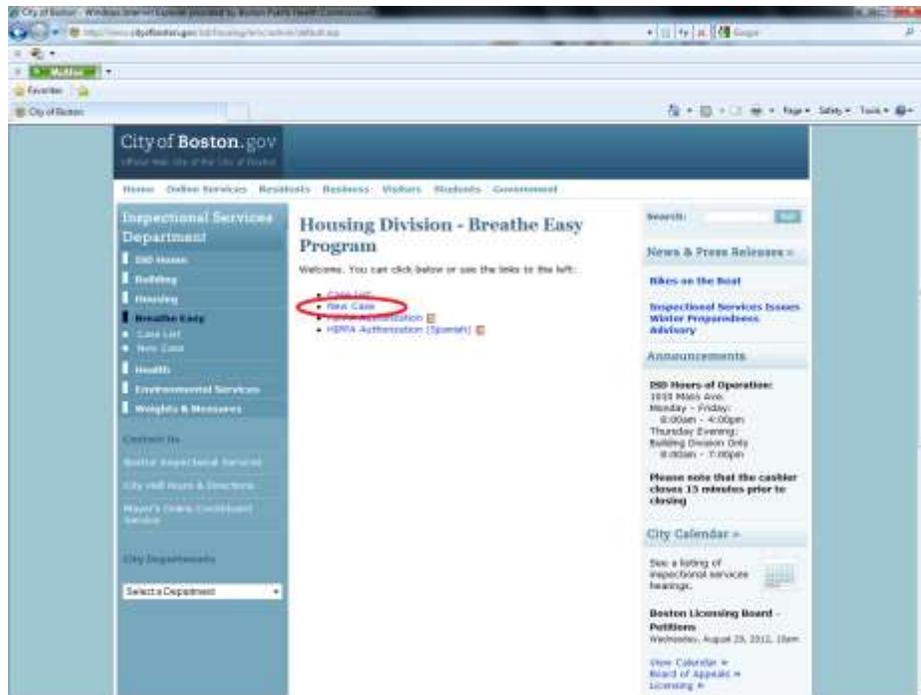
3. Log in using the username and password provided in your email.



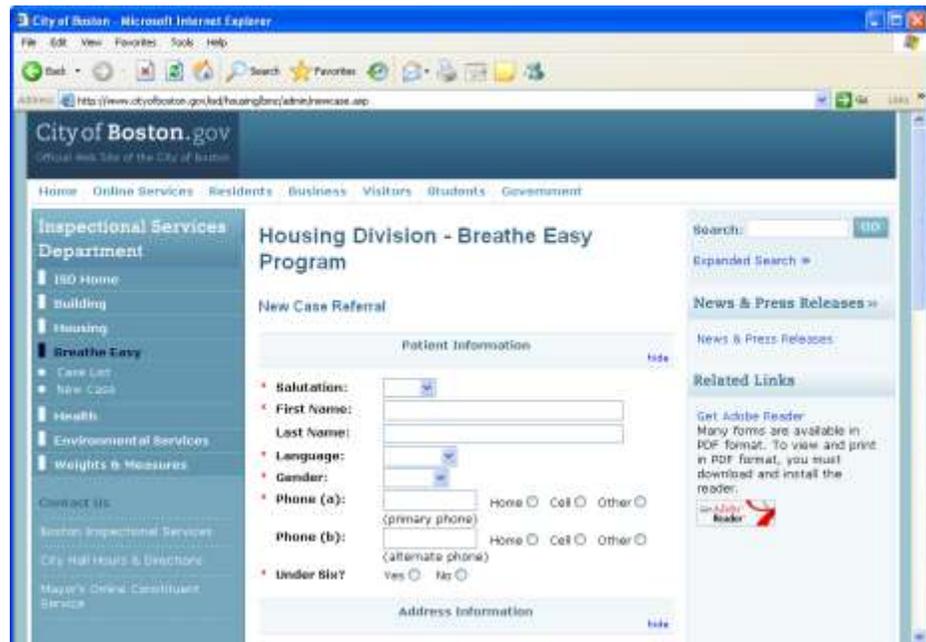
4. To make a referral, first print and have patients sign the HIPAA Authorization.



5. click on **New Case**.

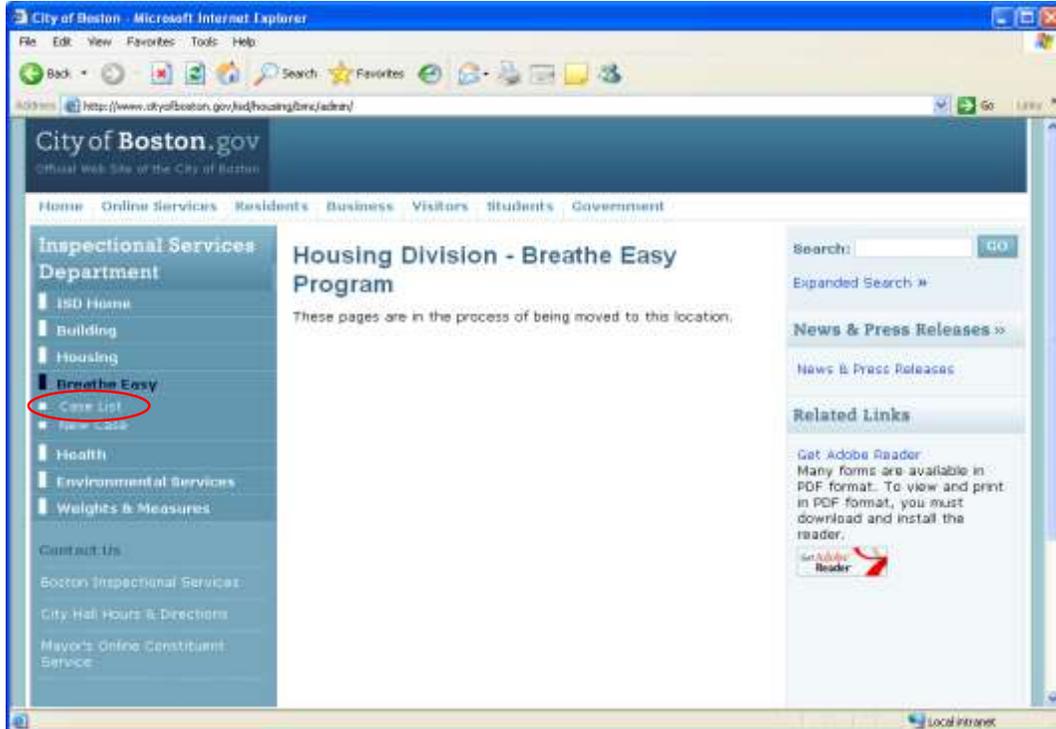


6. Enter patient information. * indicates a required field. Click **submit** when finished.



If you would like case updates emailed to you, please enter your name in the **Referred By** field and enter your email address.

7. To review the status of existing cases, click on **Case List**.



8. Click **view** next to the desired case. Past cases are sorted by date, with the oldest cases listed first.

