MML (MyMedicalLocker) Setup

Last Modified on 08/05/2025 1:25 pm EDT

Announcements

The Announcements section of MyMedicalLocker (aka the Patient Portal), allows practices to create custom messages that will display to patients when they log in to their MyMedicalLocker account. This article will explain how to create the announcements and will demonstrate how these messages will display to the patients.

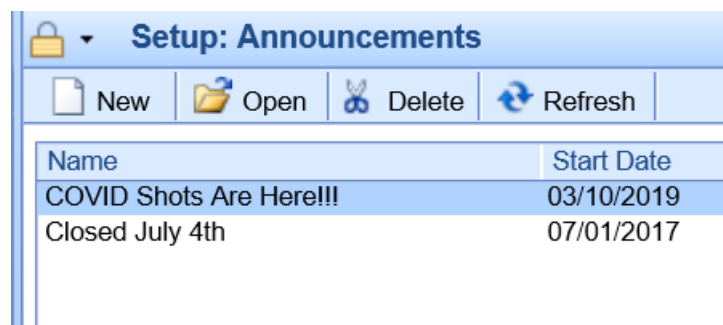## Steps to create a MyMedicalLocker Announcement
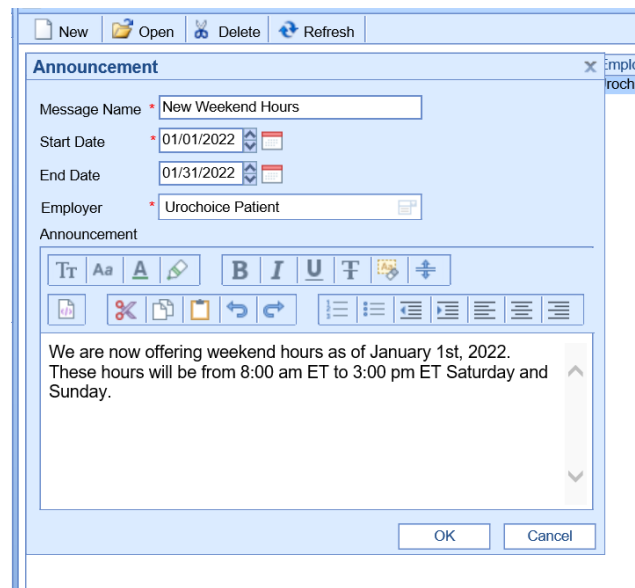
1. Navigate to the **Set**up portal
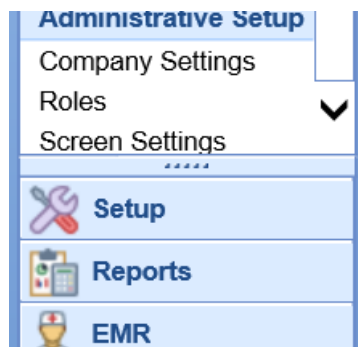
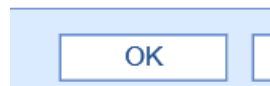2. Select **Announcements** under the MML Setup category.
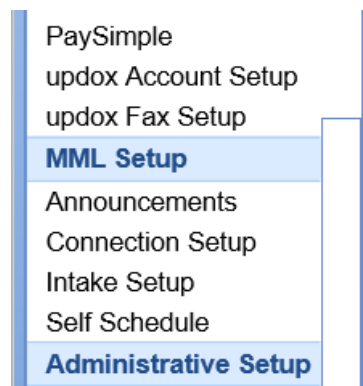
3. Click the **New** button to create an announcement. You can also select an existing message from the list to change it as you see fit.

4. Enter the **announcement details**.

5. Click **OK** to save the announcement.

Announcement Details

- **Message Name**: This is a short title for the message. This will be the first thing patients see when they log in.
- **Start Date**: The date the message will begin appearing.
- **End Date**: The date the message will stop appearing.
- **Employer**: For practices that utilize our 'Employer Module' or 'Self Scheduling' feature, you may be required to select a group.
- **Announcement**: The text of the announcement.

Patient View of MyMedicalLocker Announcements

Upon logging into MyMedicalLocker, Announcements that are relative to the patient will display in the lower left-hand corner of the screen under the Announcements section. Notice, that the 'Message Name' displays first. It is also helpful to realize, that more than one announcement can be available at any given time.

- Dashboard
- Messages
- Billing
- Appointments
- Forms
- Lab Results
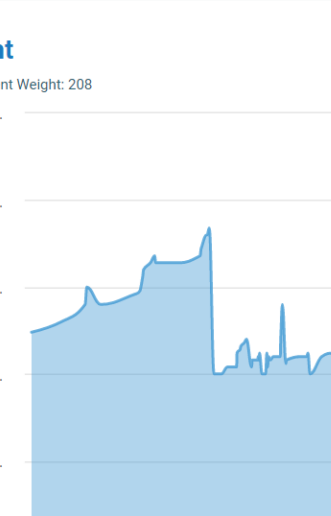- Health Record ∨
- Vitals ∨
- Account ∨

- Sync Data
- Sign Out

Weight

Most Recent Weight: 208

Announcements

New Weekend Hours

COVID Shots Are Here!!!

Medications

alfuzosin ER 10 mg tablet,

Avodart 0.5 mg capsule

Cialis 20 mg tablet

Eliquis 2.5 mg tablet

Enablex 15 mg tablet,exter

Clicking on the 'Announcements' header will reveal the full Announcement details screen.

Benjamin Jones

- Dashboard
- Messages
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- Forms
- Lab Results
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- Account

UroChoice
01/01/2022

New Weekend Hours

We are now offering weekend hours as of January 1st, 2022. These hours will be from 8:00 am ET to 3:00 pm ET Saturday and Sunday.

UroChoice
03/10/2019

COVID Shots Are Here!!!

COVID-19 shots are now available for patient's over the age of 12 years old. Schedule online today!