

Secure Your Patient Portal Account — Checklist

the most sensitive inventory of you that exists. Strong password + 2FA + locked recovery email + audit access + monitoring

Date completed: _____

Re-run this quarterly. Each pass takes about 12 minutes.

Beginner — do these in order

- 1. **Generate a strong unique password for your patient portal in your password manager**
- 2. **Turn on 2FA — authenticator app preferred, SMS if not available**
- 3. **Lock down the recovery email account (strong password + 2FA)**
- 4. **Audit current proxy / family access**
Remove anyone who shouldn't be there.
- 5. **Enable login alerts and add to safe-senders**
- 6. **Review billing, insurance info, prescriptions, messages for anomalies**
- 7. **Subscribe to breach notifications; claim any free monitoring offered**
- 8. **Freeze credit at Experian, Equifax, and TransUnion**

Advanced — if you want to go further

- Use a dedicated email alias for medical accounts
- Hardware security key on the recovery email
- Freeze your medical-record file with MIB
- Set up Explanation of Benefits (EOB) review habit
- Separate vault entry for each portal
- Subscribe to HHS breach notification feed