

## **Dr. Giacalone's Patient Portal Instructions**

Our portal will allow you to fill out patient information regarding your health, medication and allergies as well as completing additional forms. It will also be used as a means of communication with the office.

You will receive an email with the subject: **HFAAlerts (www.yourhealthfile.com)**

Select "**click here to begin registration process**". This will bring you to the portal.

Then click on the orange box which says "**ACTIVATE YOUR ACCOUNT HERE**".

Next, select a user name and password (your email should be there) and a security question.

Check the box at "User Agreement" and click "Update Account".

You must then log in using the user name and password you just selected.

Here you will be asked to enter additional personal information on 4 different pages. After completing each page, you must check the box at the top which says "confirm", then you can click on "next" to go to the next page and start with the following;

1. Patient registration (click "confirm" at the top for the next page)
2. Patient insurance (click "confirm" at the top for the next page)
3. Release of information (click "confirm" at the top for the next page)
4. HIPPA Authorization
5. Sign and click save. **This will then open the actual portal.**

Select "Review Medical Records File" and click on "Review Medical Records" and complete the following;

1. Allergies
2. Immunizations
3. Medical History
4. Medications