



On-Line Patient Portal Instructions

The Portal will allow you to fill out patient information, including health, allergy and medication history.

You will receive an email with the subject: **HFAAlerts (www.yourhealthfile.com)**. Click on “click here to begin registration process”. Then click on the orange box which says “ACTIVATE YOUR ACCOUNT HERE”.

Next select a user name and password, (your email should already there) a security question and check the box which states “user agreement” and click on “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 of the page which says “confirm”. Once you check “confirm” you can click on “next” to go to the next page.

1. Patient registration (click “confirm” at the top to go to the next page)
2. Patient insurance (click “confirm” at the top to go to the next page)
3. 3. Release of information (click “confirm” at the top to go to the next page)
4. HIPPA Authorization
5. Sign and click save.

This will then open the actual portal. You should then click on the “Review Medical Records File” box. On the left, click on “Review Medical Records” and complete the following;

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