Town Center
Foot
& Ankle

Patient Portal Instructions

You will receive an email titled- **HF Alerts**. Click on the link provided in the email.

OR

You will receive a printed sheet from our receptionist with your temporary username and password. Go to www.yourhealthfile.com.

- **First Time Users-**Click Activate your account here
- An Account Information box will pop up requiring you to fill in the temporary username and password provided in the email or printed sheet and the patient's date of birth
- Click on Activate Account
    - Enter your desired username and password along with email address and security question and answer
    - Check box beside User Agreement
    - Click Update Account

Once registered, you will be brought back to the Home Page. Log in by entering your username and password you created.

There is a small box at the top of the screen named: **Patient Registration**

- Select the confirmation checkbox → Click Next

Update Demographic Information (there is a drop-down menu with different categories of information that need to be filled out.)

- Enter required information and click Save Information box at the bottom of each page. This will automatically take you to the next section.
- Once all information has been entered select the confirmation checkbox above → Click Next

Update Patient Insurance → Save →Select the confirmation checkbox → Click Next

Review our HIPAA Policy → Select the confirmation checkbox → Click Next

Review our Office Policy → Select the confirmation checkbox → Click Next

When prompted please provide a signature for the reviewed documents by using your mouse or finger.

Click on **Review Medical Record** then click the blue box on the top left of screen

- Click Review Medical Record and enter the requested information under ALL tabs on the left side of the screen
- Click on the blue box at the top left of the screen to go back to Review Medical Record and continue to enter information if using a phone or tablet. This step is not needed if using a desktop computer or laptop.
- Enter your Allergies, Medical History (click MORE to enter Family and Surgical history), Medications and Social History
- Click Save at the bottom of each screen

Once all the information is entered, you can now log out.