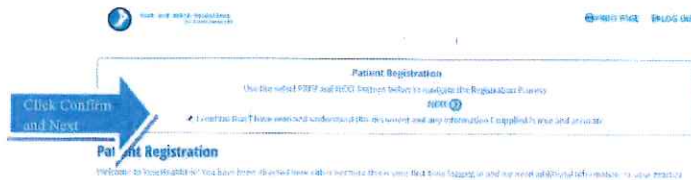


## How to ACTIVATE your Patient Portal and Complete Your Medical Screening Online (For best results use Firefox, Safari or Chrome)

1. Open the email from: [HFAlert@nextgen.com](mailto:HFAlert@nextgen.com)
2. Click the Link that says: [Click here to begin the registration process](#)
3. Set up your username and password. \*8 letters/numbers-no symbols or emails.  
Enter your email and select a security question and answer then click the user agreement box. Then click the orange **Update Account** button. Now you are Active!
4. This will take you to the login page for Your Health File.
5. Enter the username and password you created and click the blue **Login** button.
6. The first time you log into your portal you will need to review 6 demographic documents.
  - a. Patient Information
  - b. Patient Insurance
  - c. Release of Information
  - d. Consent to Treat Registration Document
  - e. Policies and Procedures Registration Document
  - f. Telehealth Consent
7. Once you review a page click on the “I confirm that I have read this document and any information I applied is true and accurate.”



8. You will now be asked to electronically sign either with your mouse or with a stylus if you are using a touch screen device.
9. Now you are in your patient portal and ready to begin your medical screening.
10. **You MUST Click on the Yellow Appointment Check-In tile to begin the process.**



11. Now you will see a list of blue links. Complete the information for each of the links **except for immunizations.**
12. Once completed click the orange button that says: **Complete Check-In.** This should transmit medical screening to our office. You can send us a message by clicking the “Message Provider” and let us know that you have completed the check in process.