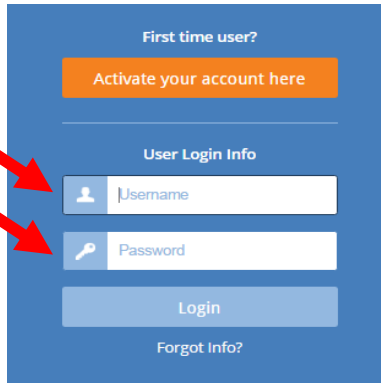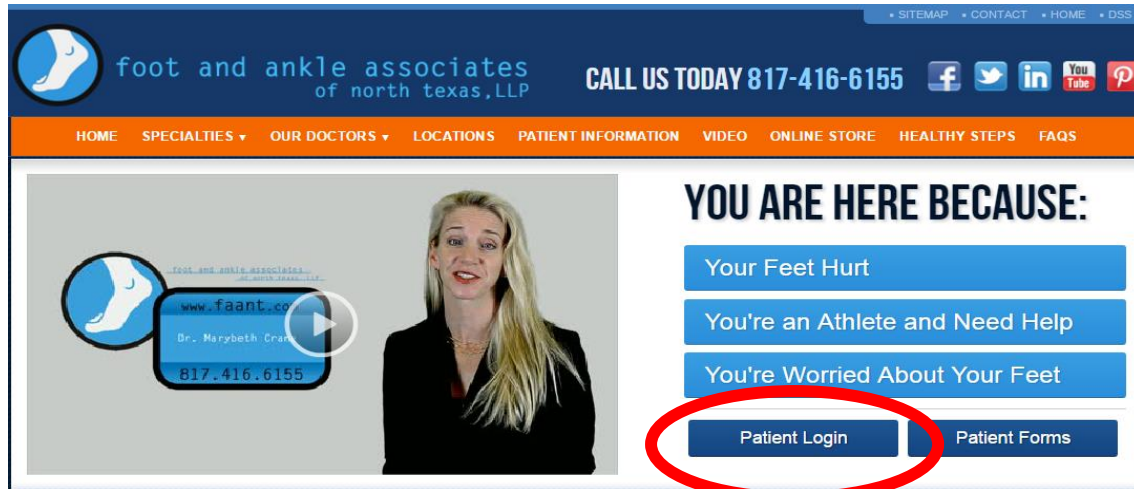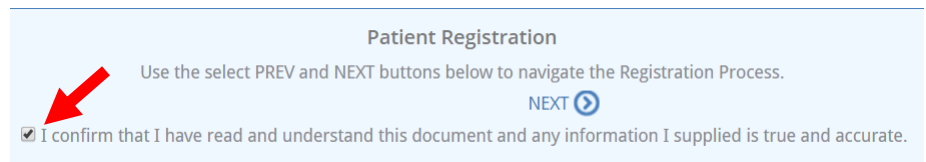# How to navigate your medical screening in the patient portal via **www.FAANT.com**

1. Click "Patient Login"
2. Enter your username / password.
3. Confirm that the information you will submit is true and accurate by clicking in the little box to check it.
4. Click "Next" to proceed.

5. Confirm/Update your information, if information is correct proceed to step 8. Click on "Update Patient Information" to make any necessary changes.
6. Go though and make sure all of the following information is updated and correct.
   a. Patient Information
   b. Contact Information
   c. Emergency Contact
   d. Employment Information
   e. Additional Information
   f. Primary Care Physician
   g. Preferred Pharmacy
   h. Care Team
   i. Family Members in the Practice

Patient Information

UPDATE PATIENT INFORMATION

Patient Information

Name	BOSCO CERAMI
Date of Birth	03/17/1975
Sex	Male
Race	White
Ethnicity	Not Hispanic or Latino
Language	English

7. Make sure to click on the **Save Information** button to update they system to any changes you have made.
8. At the top, confirm that the information you submitted is true and accurate by clicking in the little box to check it.
   a. Click "Next" to proceed.

Patient Registration
Use the select PREV and NEXT buttons below to navigate the Registration Process.
◀ PREV   NEXT ▶
☑ I confirm that I have read and understand this document and any information I supplied is true and accurate.

9. Now you can "Add" or "Edit" your insurance policy information.
    a. Add a new policy by clicking on "Add Patient Insurance" and enter in the information in the boxes provided.
    b. Edit your current policy listed by clicking on "Edit" and updating the information in the fields listed.

➕ ADD PATIENT INSURANCE

Insured	Payer	Group No.	Insured ID	Action
CERAMI, BOSCO	Aetna		W123456789	✏EDIT 🗑DELETE

10. Be sure to click on the [Save Insurance] button to update your account with any changes made.

11. At the top, confirm that the information you submitted is true and accurate by clicking in the little box to check it.
    a. Click "Next" to proceed.
12. Select the manners in which it is acceptable to release your information to you.
13. Be sure to click on the [Save Information] button to update your account with any changes made.
14. At the top, confirm that the information you submitted is true and accurate by clicking in the little box to check it.
    a. Click "Next" to proceed.
15. Preview the documents listed by clicking on "Preview", once documents have been viewed, click on the [Sign Reviewed Documents] button to electronically sign the documents.

Via Mail
☐ Ok to Mail to Home Address
☐ Ok to Mail to Work Address

Via Home Telephone
☐ Ok to leave detailed message
☐ Leave call back number only

Via Work Telephone
☐ Ok to leave detailed Message
☐ Leave call back number only

Via Fax
☐ Ok to Fax to

Document	Action
Patient Demographics	ⓘPREVIEW ✏EDIT
Insurance Information	ⓘPREVIEW ✏EDIT
Release of Information	ⓘPREVIEW ✏EDIT

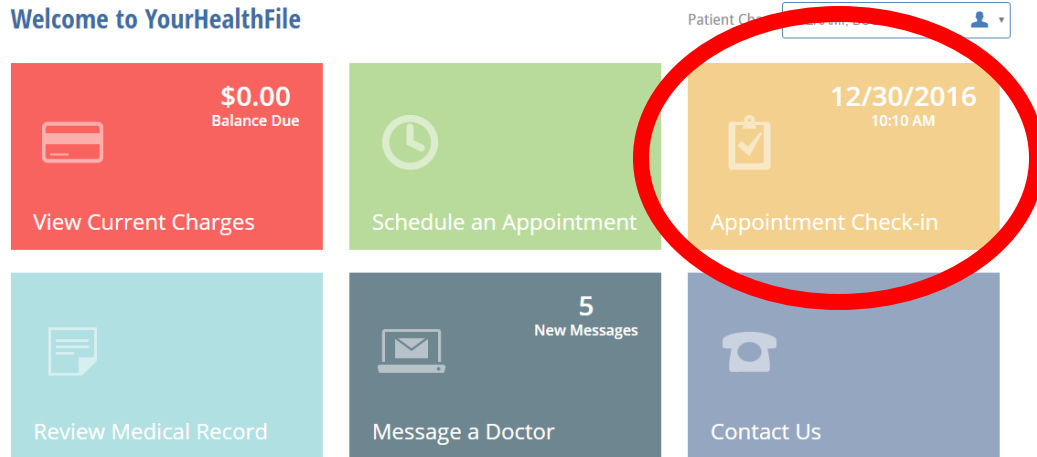16. Draw your name with your mouse cursor in the box provided and click the blue "Sign" button.
17. Click on the "Appointment Check-In" tile to begin the patient paperwork/medical screening.

Please Provide a Signature for the Reviewed Documents

Patient Sign

[Sign] [Clear] [Cancel]

Welcome to YourHealthFile

$0.00 Balance Due — View Current Charges

Schedule an Appointment

12/30/2016 10:10 AM — Appointment Check-in

Review Medical Record

5 New Messages — Message a Doctor

Contact Us

18. Begin the "Appointment Check-in Process" steps to complete your medical screening.
    a. Please try to provide as much detail as possible, this will help us better understand how to improve your wellness during your visit.
19. Complete/update the following information:

Be sure to Save **information for each segment you add or update information to before moving to the next page.**

   a. Please verify your contact Information
   b. Please verify your insurance information
   c. What is the reason for the visit?
   d. Body System Review
   e. Any other details or symptoms?

   Click on 🞢 to update information in each of the following segments.
   f. Have you been told you are allergic to a substance?
   g. Have you had any recent immunizations?
   h. Medical History
   i. Family History
   j. Surgical History
   k. Are you taking any new medications?
   l. Tobacco History
   m. Alcohol History
20. Click on the Complete Check-in Process button at the bottom of the "Complete Check-in Process" page to finish checking in online.
21. Click the "Message a Doctor" tile in you patient portal and send a "medical question" stating that you have completed your online medical screening.