## How to Access the Patient Portal for Returning Patients

We appreciate you choosing FAANT again for your footcare needs! To help us help you, we ask that you update your medical information every 12 months. We have created this guide to help you update your information.

1. Please log in to your patient portal by going to <u>yourhealthfile.com</u>. You can also go to our website, faant.com, and scroll to the bottom of our website for a link

\*\*NOTE\*\* - If you don't have your log in information, a recent update to the patient portal, now allows you to log in with a verification link that can be texted to your cell phone. Access the portal as mentioned above. You should see the blue "Activate Your Account" box. Underneath the "Log In" tab, you should see a link, "Log in with verification code". Click the link and fill in your name and DOB, keep in mind the name and cell number must match what we have in our system. \*\*

2. Please click on the yellow "Appointment Check In" tile.



- 3. You should now see these blue links, complete 1-5:
  - 1. Please verify your contact information.
  - 2. Please verify your insurance information.
  - 3. What is the reason for the visit?
  - 4. Body System Review
  - 5. Any other details or symptoms.

You can toggle through the links from the top of your screen, be sure to click the "save" button when you add any new information.

- 4. Please review the remaining links, 6 and 8-13 (you can skip the link about immunizations, we do not require any immunization history). Update as needed, clicking the "Save" button after each item updated.
- 5. Once you have completed this information, please click on the orange button that says, "Complete Check In". This is very important, as it will transmit your information to our office.

When you arrive for your appointment, please make sure to have your insurance card and your drivers license (if no license, then some form of picture ID), as we will need updated copies for your chart.

If you have any further questions, please reach out to us at 817-416-6155, we are here to help you!