


# Patient Portal Registration

The purpose of this document is to demonstrate how patients will activate their online health file.

Please call our office at 702-732-0282 if the link in your email has expired.  
We would be happy to send you a new one.

New patients logging in for the first time:

1. Click on the link in the email sent to you from [HFAlerts@nextgen.com](mailto:HFAlerts@nextgen.com)



**Hello MINNIE MOUSE,**

You are receiving this email because you have been granted access to the following YourHealthFile Patient Portal accounts:

**MOUSE, MINNIE**

Please click the link below to register using the YourHealthFile Patient Portal.

[Click here to begin the registration process.](#)

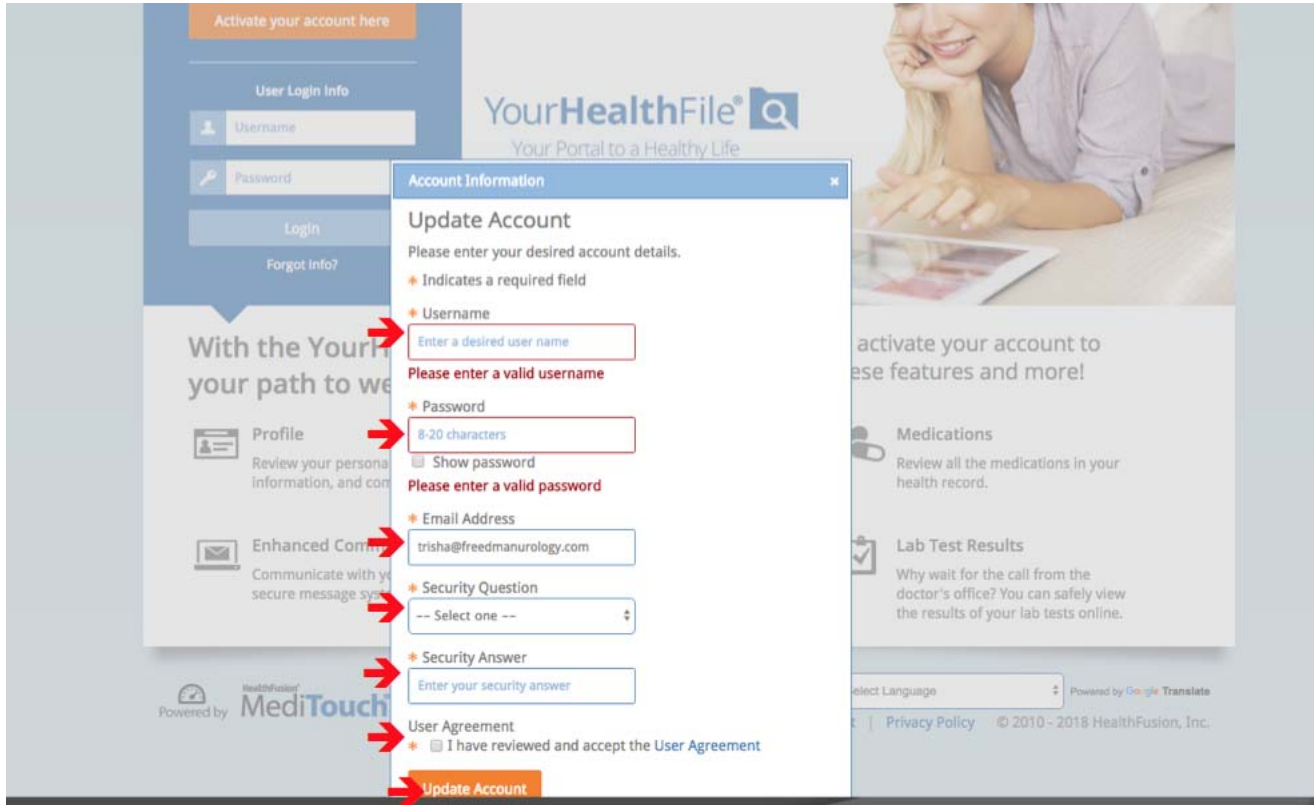
**What is YourHealthFile?**

YourHealthFile is a personal health record (sometimes referred to as PHR). Your doctor has upgraded to an electronic health record to modernize the practice of medicine and, more importantly, to increase the quality of health care. YourHealthFile is your view into the electronic health record and provides access to your account information, medical records, and appointments.

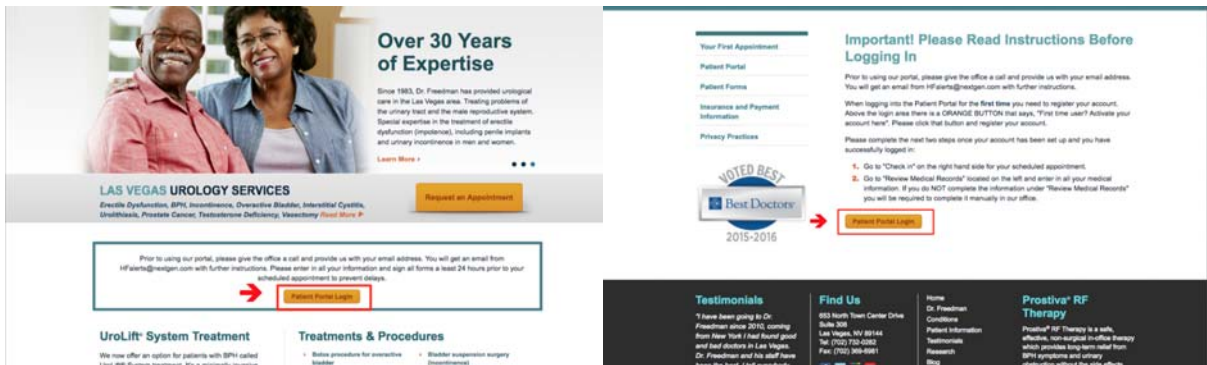
<https://www.freedmanurology.com>

This message and any attachments (the "message") is intended solely for the addressee and is confidential. If you receive this message in error, please delete it and immediately notify the sender. Any use not in accord with its purpose, any dissemination or disclosure, either whole or partial, is prohibited except formal approval. The Internet cannot guarantee the integrity of this message. QSI Management, LLC. will not, therefore, be liable for the message if modified.

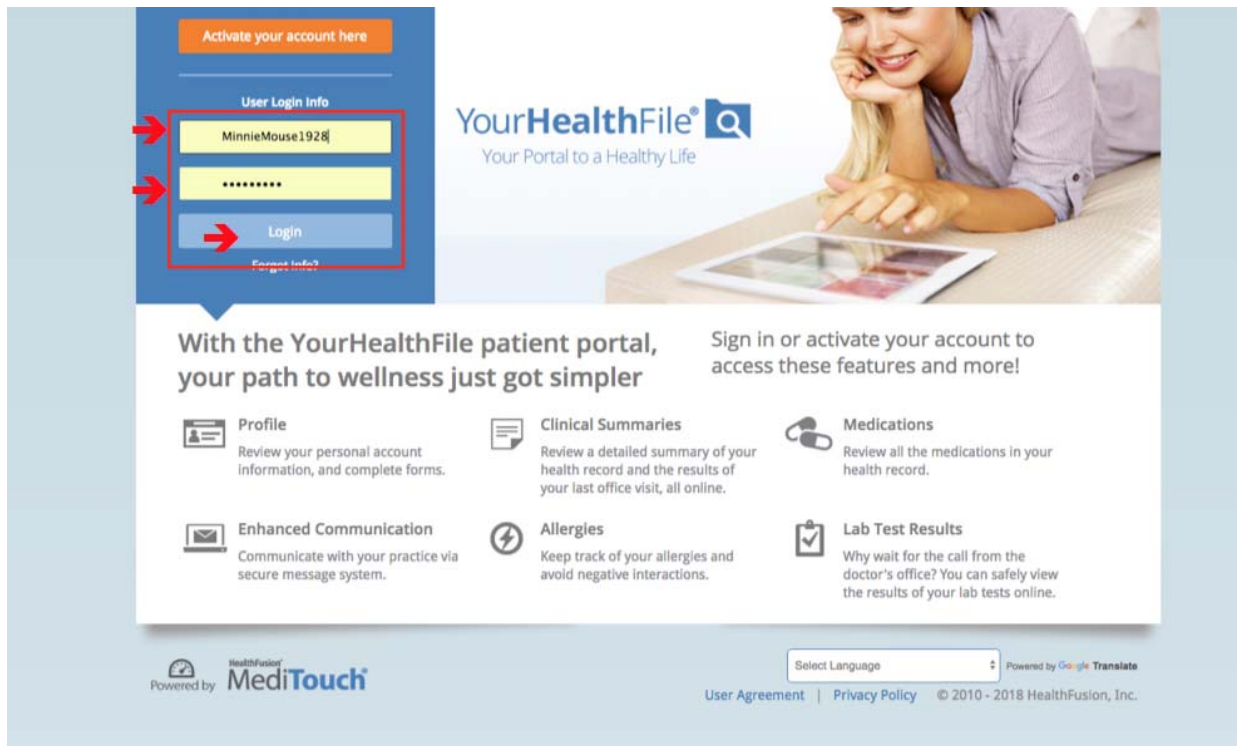
1. Create your own unique username and password. (username can't contain @ or a space)



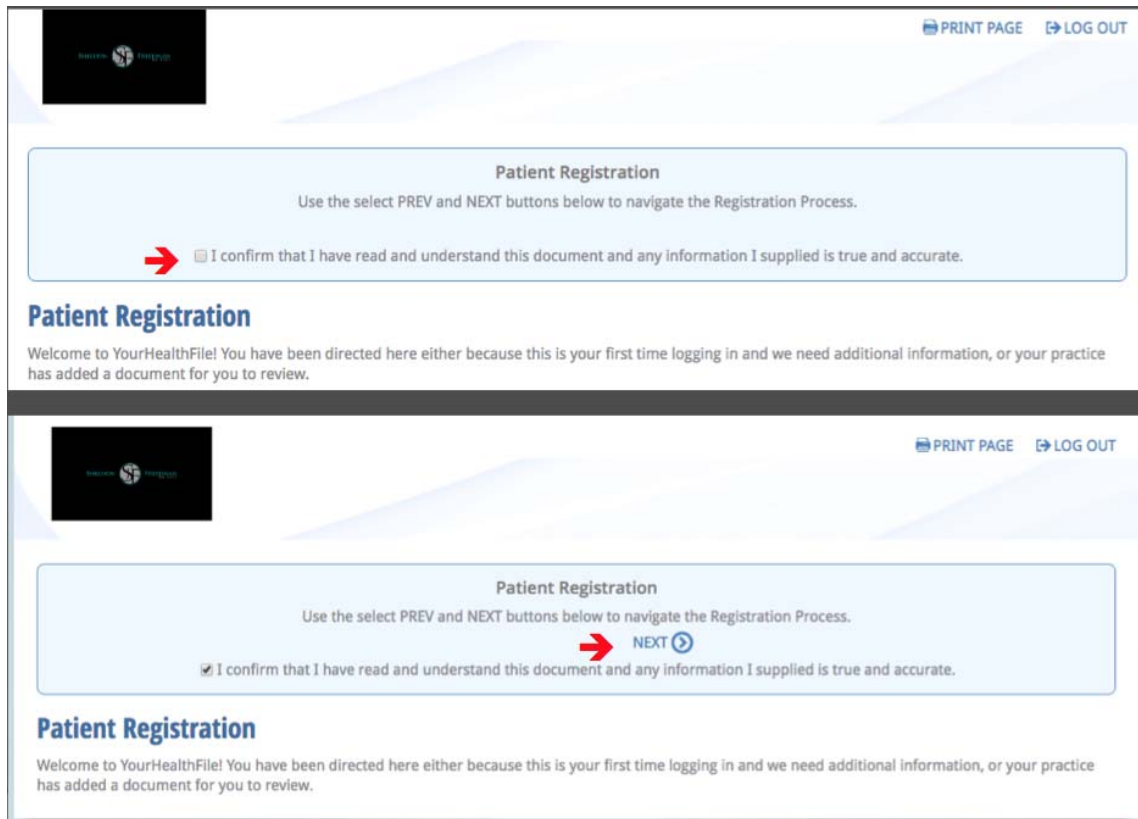
2. After this is complete, you will be redirected back to [www.freedmanurology.com](http://www.freedmanurology.com). Click the button that says Patient Portal Login.



- You will then be redirected to the login page. Enter the username and password you set up for yourself.



- Upon logging in, you will be prompted to acknowledge the beginning of the Patient Portal Registration, check mark the “I confirm” acknowledgement to continue.



- After acknowledging the Patient Registration notification, you are required to update your Patient Information, if there are no changes you may check mark the “I confirm” acknowledgement to continue.

**Patient Registration**  
Use the select PREV and NEXT buttons below to navigate the Registration Process.

I confirm that I have read and understand this document and any information I supplied is true and accurate.

**Update Patient Information**

Patient Information 3rd → NEXT

Indicates a required field

First Name  
 MINNIE

Middle Initial  
 [ ]

Last Name  
 MOUSE

Date of Birth  
 11/18/1928

Sex  
 Female  Male

Race  
 Patient Declined

Ethnicity  
 Patient Declined

Language  
 English

Country  
 United States of America

SSN  
 XXX-XX-XXXX  
 Show SSN

- Next, verify your insurance information is accurate. Add or make changes as needed. If there are no changes, you may check the “I confirm” acknowledgement to continue.

**Patient Registration**  
Use the select PREV and NEXT buttons below to navigate the Registration Process.

I confirm that I have read and understand this document and any information I supplied is true and accurate.

**Patient Insurance**

→ ADD PATIENT INSURANCE

Insured	Payer	Group No.	Insured ID	Action
MOUSE, MINNIE	SELF PAY		199290916	

**Billing Contact**

The Billing Contact (or "Guarantor") is the person legally responsible for all charges incurred by the patient.  
If the information displayed below is incorrect, please contact your doctor's office.

Name	MINNIE MOUSE
Relationship	Self
Address	1313 S Disneyland Dr Anaheim, CA 92802
Phone Number	(714)781-4636

7. Next, review the Release of Information and check mark the “I confirm” acknowledgement to continue.

The screenshot shows a web form titled "Patient Registration" with a "PRINT PAGE" and "LOG OUT" link in the top right. Below the title, it says "Use the select PREV and NEXT buttons below to navigate the Registration Process." There are "PREV" and "NEXT" buttons, with a red arrow pointing to "NEXT" and the text "3rd" above it. A checkbox is checked with the text "I confirm that I have read and understand this document and any information I supplied is true and accurate." Below this is the "Release of Information" section, which includes text about authorization to release health information and a statement "I agree and consent to releasing information to me in the following manners." There are four options: "Via Mail", "Via Home Telephone", "Via Work Telephone", and "Via Fax". Each option has a checked "Ok to [method]" checkbox and an "Initials" input field with "MM" entered. A red box highlights the "Via Mail" and "Via Home Telephone" sections. A red arrow labeled "1st" points to the "Initials" field in the "Via Mail" section. A red arrow labeled "2nd" points to the "Save Information" button at the bottom.

8. Review the policies; check the “I confirm” acknowledgement on each one to continue. To complete the registration process, Click the Sign Reviewed Documents, and enter your signature on the signature pad.

The screenshot shows a web browser window with the URL "https://www.yourhealthfile.com/portal/registrationReview.jsp". The page title is "Patient Registration" and it says "Use the select PREV and NEXT buttons below to navigate the Registration Process." There is a "PREV" button. Below this is the "Patient Registration Review" section, which says "Use the e-Signature Pad below to electronically sign the documents that have been reviewed or Download and print the documents to sign and bring during your next visit." There is a table with columns "Document" and "Action". The "Document" column lists "Patient Demographics", "Insurance Information", and "Release of Information". The "Action" column lists "PREVIEW" and "EDIT" for each document. A "Sign Reviewed Documents" button is visible. A signature pad overlay is open, titled "Please Provide a Signature for the Reviewed Documents". It shows a handwritten signature "Minnie Mouse" in a cursive font. Below the signature pad are "Sign", "Clear", and "Review" buttons.

9. You will now be on the Patient Portal page. Click on the Appointment Check-In

When logging into the Patient Portal for the first time you need to register your account. Above the login area there is a **ORANGE BUTTON** that says, "First time user? Activate your account here". Please click that button and register your account.

Please complete the next two steps once your account has been set up and you have successfully logged in:

- Go to "Check in" on the right hand side for your scheduled appointment.
- Go to "Review Medical Records" located on the left and enter in all your medical information. If you do **NOT** complete the information under "Review Medical Records" you will be required to complete it manually in our office.

**\$0.00**  
Balance Due  
View Current Charges

Schedule an Appointment

**03/26/2018**  
11:45 AM  
Appointment Check-in

Review Medical Record

**0**  
New Messages  
Message a Doctor

Contact Us

**Patient Summary for: MOUSE, MINNIE**

Start Date: MM/DD/YYYY [calendar icon] End Date: MM/DD/YYYY [calendar icon] Download

MINNIE MOUSE

10. Click "Next" to go through your information and history.

**MOUSE, MINNIE** [user icon]

Patient Account [calendar icon]

**Patient Appointments** [clock icon]

Upcoming Appointments

Request Appointment

Documents [document icon]

Review Medical Record [document icon]

Message a Doctor [envelope icon]

Contact Us [phone icon]

**Appointment Check-in Process**

Use the select menu or PREV and NEXT buttons below to navigate the Appointment Check-in Process.

Appointment Check-in [red arrow] NEXT [blue circle with arrow]

**Appointment Check-in**

Thank you for checking in online today. The following steps of the check-in process will ask questions about your upcoming visit. Please try to provide as much detail as possible, this will help us better understand how to improve your wellness during your visit.

**Check-in Process Steps**

The following steps of the check-in process will ask you questions about your upcoming visit. Please try to provide as much detail as possible, this will help us better understand how to improve your wellness during your visit.

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?
6. Have you been told you are allergic to a substance?
7. Have you had any recent immunizations?
8. Medical History
9. Family History
10. Surgical History
11. Are you taking any new medications?
12. Tobacco History
13. Alcohol History



11. Click “Next” if information is correct, or Update if any changes need to be made.

The screenshot shows the 'Appointment Check-in Process' interface. At the top, a navigation bar includes a 'PREV' button, a text prompt 'Please verify your contact Information', and a 'NEXT' button. A red arrow points from the text prompt to the 'NEXT' button. On the left, a sidebar menu lists various account options, with 'Patient Information' highlighted and a red arrow pointing to it. The main content area is titled 'Please verify your contact Information' and displays the following patient details:

Name	MINNIE MOUSE
Date of Birth	11/18/1928
Sex	Female
Race	Patient Declined
Ethnicity	Patient Declined

12. Update information and “Save” at the bottom of each page before clicking next. This process will be repeated over several pages, including medical history.

The screenshot shows the 'Update Patient Information' page. At the top, a navigation bar includes a 'PREV' button, a text prompt 'Please verify your contact Information', and a 'NEXT' button. A red arrow points from the text prompt to the 'NEXT' button. On the left, a sidebar menu lists various account options, with 'Patient Information' highlighted and a red arrow pointing to it. The main content area is titled 'Update Patient Information' and displays the following patient details:

Patient Information

1st → NEXT

Indicates a required field

- ✓ First Name: MINNIE
- Middle Initial: [ ]
- ✓ Last Name: MOUSE
- ✓ Date of Birth: 11/18/1928
- Sex: Female (selected), Male
- ✓ Race: Patient Declined
- ✓ Ethnicity: Patient Declined
- ✓ Language: English
- ✓ Country: United States of America
- SSN: XXX-XX-XXXX (with Show SSN checkbox)

2nd → Save Information Cancel

13. Once you have gone through the whole check-in process, you will click Complete Check-In Process and will then be returned to the Home Page of the Patient Portal.

The screenshot shows the Patient Portal interface for Minnie Mouse. At the top right, there are links for 'PRINT PAGE' and 'LOG OUT'. The user's name 'MOUSE, MINNIE' is displayed in the top left. A navigation menu on the left includes 'Patient Account', 'Patient Appointments' (highlighted in orange), 'Upcoming Appointments', 'Request Appointment', 'Documents', 'Review Medical Record', 'Message a Doctor', and 'Contact Us'. The main content area is titled 'Appointment Check-in Process' and contains a 'PREV' button and a 'Complete Check-in Process' dropdown menu. Below this, the 'Complete Check-in Process' section is displayed, followed by a 'Check-in Completed' section with a list of 13 items, each marked with a green checkmark. At the bottom, a 'Complete Check-in Process' button is highlighted with a red border.

MOUSE, MINNIE

PRINT PAGE LOG OUT

Patient Account

Patient Appointments

Upcoming Appointments

Request Appointment

Documents

Review Medical Record

Message a Doctor

Contact Us

Appointment Check-in Process

Use the select menu or PREV and NEXT buttons below to navigate the Appointment Check-in Process.

PREV Complete Check-in Process

### Complete Check-in Process

Thank you for checking in online today. The following steps of the check-in process will ask questions about your upcoming visit. Please try to provide as much detail as possible, this will help us better understand how to improve your wellness during your visit.

### Check-in Completed

Please click the Complete Check-in Process button below to exit the process.

- ✓ 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?
- ✓ 6. Have you been told you are allergic to a substance?
- ✓ 7. Have you had any recent immunizations?
- ✓ 8. Medical History
- ✓ 9. Family History
- ✓ 10. Surgical History
- ✓ 11. Are you taking any new medications?
- ✓ 12. Tobacco History
- ✓ 13. Alcohol History

Complete Check-in Process