

1 Go to www.yourhealthfile.com or visit Anklefoot.net and select patient portal

2 First time users, click Activate your account here.

3 Enter your temporary HealthFusion username, password & Date of birth. Click Activate Account.

4 Once activated, enter your own unique username & password.

****Please remember the username and password you entered on this page, you will be redirected to the log in page after you click update account.**

5 Once step 4 is completed, you will be redirected to the log in page. Enter the username and password you set up for yourself. Once complete, select activate.

6 Upon logging in, you will be prompted to acknowledge the beginning of the patient portal registration, check mark the "I confirm" acknowledgement to continue.

7 After acknowledging the patient registration notification, you are required to update your patient information. If there are no changes you may check the "I confirm" acknowledgement to continue.

8 Next, verify your insurance information is accurate. If there are no changes you may check mark the "I confirm" acknowledgement to continue.

9 Next, review the release of information and check mark the "I Confirm" acknowledgement to continue.

10 Next, review the 2017 consent to treat, insurance authorization and assignment and check the "I confirm" acknowledgement.

11 Next, review the cancellation policy and check the "I confirm" acknowledgement.

12 Next, review the privacy policy and check the "I confirm". Once all acknowledgements are confirmed select continue.

13 To complete the registration process, enter your signature on the signature pad or use your mouse to sign from a computer. Once signature has been entered select the "sign" button.

***Please note, if you skip this step you will be prompted to re-do the registration every instance you log into the portal.**



Once steps 1-13 are completed you will be redirected to your online health record.

Click on review medical record and add any allergies, add your medical history and add any medications you are taking, be sure to save each page.

Please note appointment confirmations and any medical file alerts will come from the email HFAlerts@nextgen.com