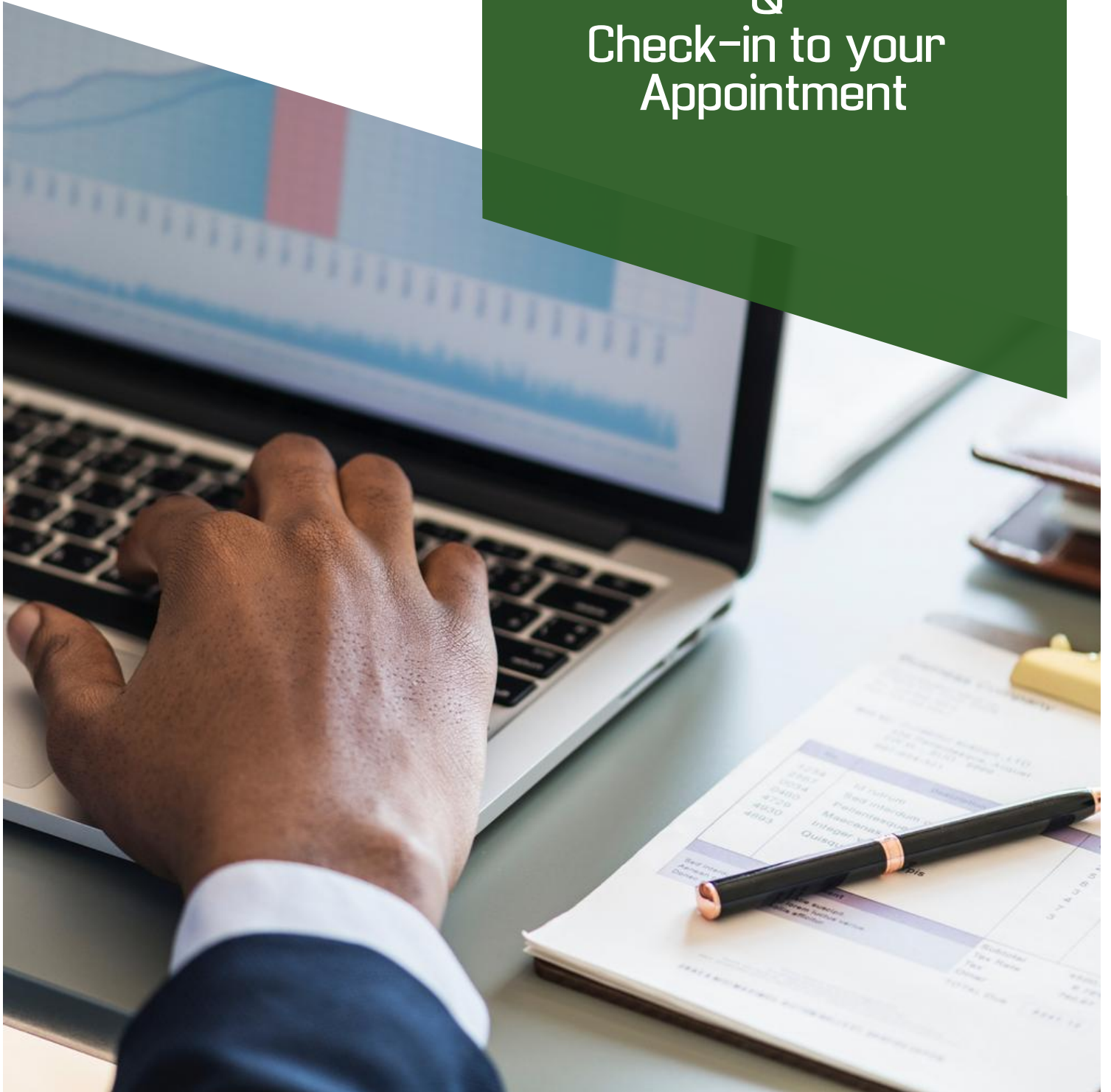




Karis IM Instructions

How to Activate your Patient Portal & Check-in to your Appointment



Part 1: Patient Portal Setup

Good thing
there is a
how-to guide!



This guide will show you how to set up your patient portal. This is a very simple process and should only take a couple minutes!



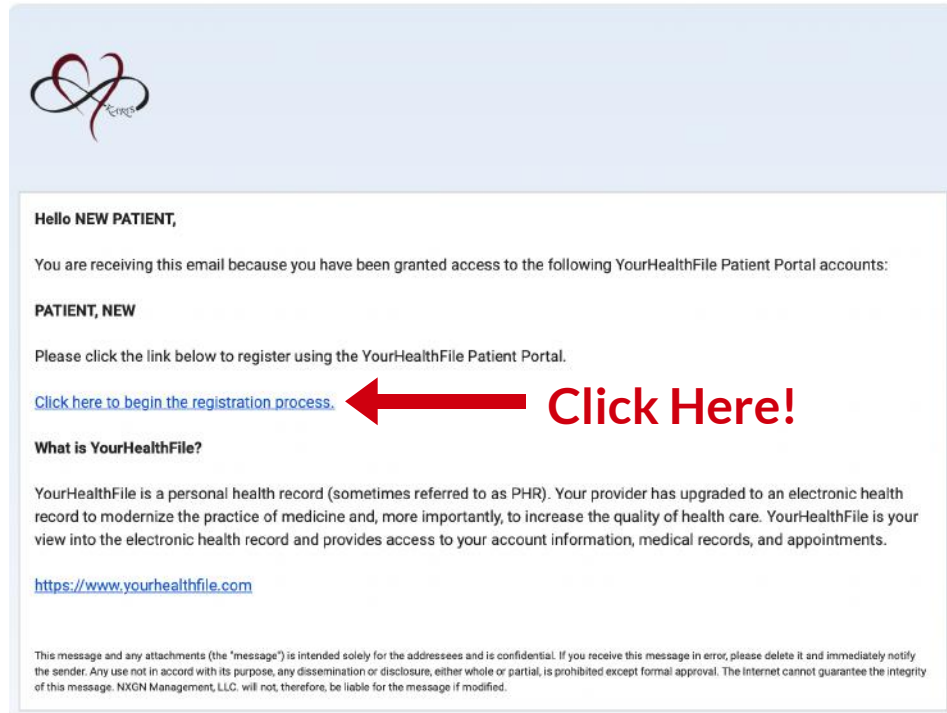
Remember, you still need to check-in to your appointment after you set up your patient portal. See how to check-in in part 2!

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Step 1:

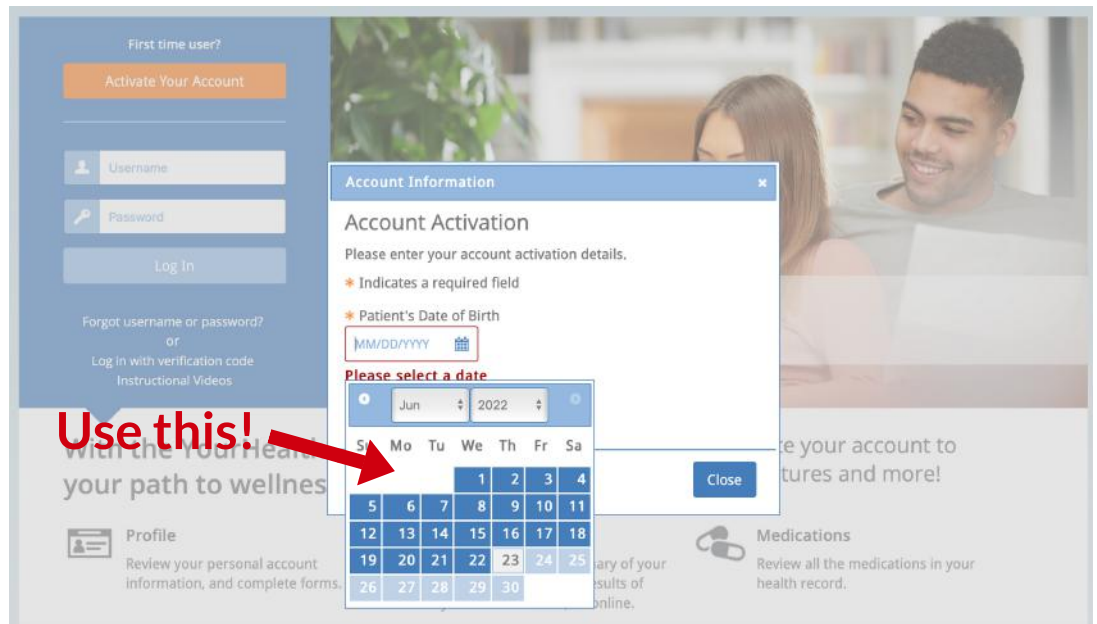
After scheduling your first appointment, you will receive an email from Karis IM asking you to register for a YourHealthFile Patient Portal.

Click on the link that says "Click here to begin the registration process" to get started!



Step 2:

The link will take you to the yourhealthfile.com website. It will then prompt you to input your date of birth. **Make sure you use the calendar to select your date of birth!**



Step 3:

After inputting your date of birth, you will be asked to make a username and password, supply your email, and to pick a security question of your choice.

After filling in the information, click update account.

Account Information

Update Account

Please enter your desired account details.

* Indicates a required field

- ✓ Username
NewPatient12345
- ✓ Password
.....
 Show password
- * Email Address
12345newpatient@gmail.com
- ✓ Security Question
What was your favorite childhood
- ✓ Security Answer
Fluffy

User Agreement
* I have reviewed and accept the User Agreement

Update Account ← Click here last!

Screenshot Close

Step 4:

After updating your account, log-in with your chosen username and password.

First time user?
Activate Your Account

NewPatient12345
.....
Log In ← Sign in here!

Forgot username or password?
or
Log in with verification code
Instructional Videos

YourHealthFile
Your Portal to a Healthy Life

With the YourHealthFile patient portal, your path to wellness just got simpler

Sign in or activate your account to access these features and more!

- Profile**
Review your personal account information, and complete forms.
- Clinical Summaries**
Review a detailed summary of your health record and the results of your last office visit, all online.
- Medications**
Review all the medications in your health record.
- Enhanced Communication**
- Allergies**
- Lab Test Results**

Screenshot

Step 5:

Immediately after logging in, you will be prompted to complete your patient registration. This only completes your patient portal setup, **it does NOT check you into your appointment.**

Click next to continue.

PRINT PAGE LOG OUT

Click Here!

Patient Registration

Use the previous and next buttons to navigate through the registration process.

NEXT

Patient Registration

Welcome to YourHealthFile! You have been directed here because this is your first time logging in and we need information from you, or your practice has added a document for you to review.

Powered by nextgen HEALTHCARE OFFICE FORTMILLY MEDITOUCH

Select Language Powered by Google Translate

User Agreement | Privacy Policy | © 2010 - 2022 NXGN Management, LLC.

Step 6:

Follow the prompts and complete each section, clicking **"Save Information"** after inputting your information.

Click here!

✓ Zip
99654

✓ Home Phone
(907)123-4567

Work Phone
(907)123-4567 Ext.

Cell Phone
(907)123-4567

✓ Preferred Method of Contact
Home Phone

✓ Email
12345newpatient@gmail.com

✓ Written Contact Preference
Postal Mail

Save Information Cancel

Step 7:

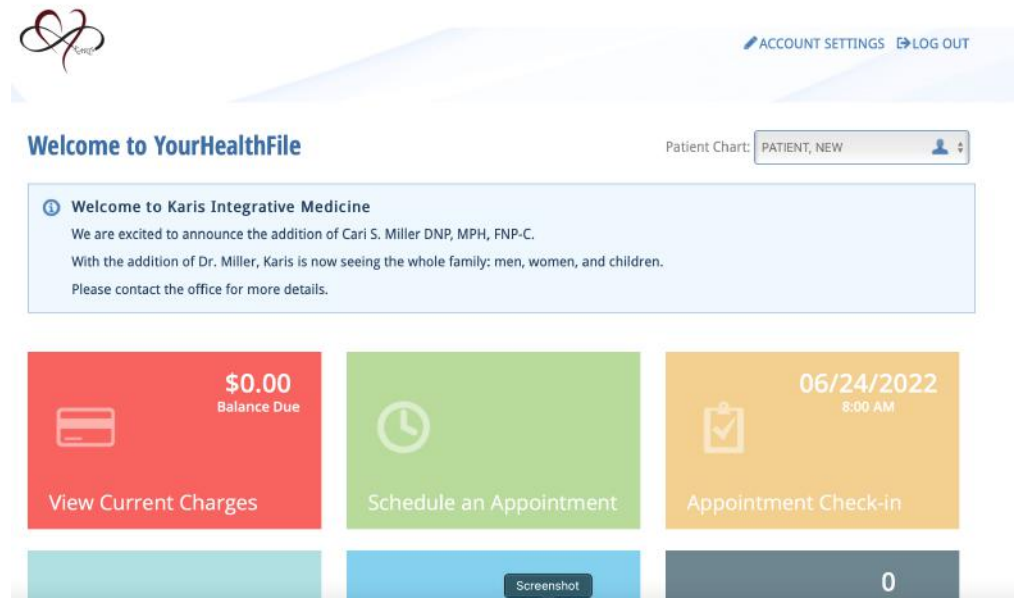
After completing all sections and reviewing the generated documents, you will be prompted to sign the reviewed documents. **Sign with your cursor in the large box and click "Sign and Complete Registration"**



Finished!

Then you are done! You will be brought to your Patient Portal homepage.

Remember, you still need to check into your appointment! See how to check-in in Part 2!



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Part 2: Appointment Check-in

Let's get
started!



Part 2 of this guide shows you how to check into your appointment. Follow the next steps to get ready for your first appointment with Karis!

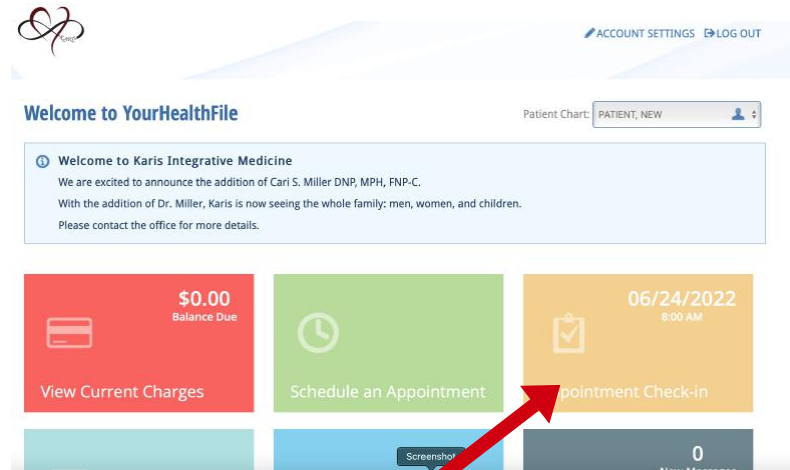


Checking into your appointment through your portal is the best way to ensure your information is accurate and complete!

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Step 1:

Click the yellow box labelled "Appointment Check-in" to get started!



Click here

Step 2:

You will be brought to a page asking you if you would like to pay your co-pay in advance. If you would like to pay your co-pay in advance, fill in your information and select **"Make Payment"** at the bottom.

* City
 * State
 * Zip
 Phone
 Save this credit card

Make Payment

Option 2: Pay in person

Clicking Pay In Person below indicates that you agree to pay in person during your visit.

Pay In Person

Choose here!

If not, click **"Pay in Person"**

Step 3:

After choosing your payment preference, you will be brought to the official medial appointment check-in.

Click "Next" to continue.

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

Appointment Check-in **NEXT**

Appointment Check-in

✓ Thank you for agreeing to make a payment during your visit.
Click here

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

Step 4:

Follow the prompts provided, filling in any pertinent information. Fill only the boxes or information pertinent to you. **Leave anything that is not applicable to you blank.**

At the bottom of some information sections there will be a "Save" button. Ensure you click this prior to continuing to the next section.

Carbonated Drinks
How many caffeinated carbonated drinks/ sodas do you consume a day?
-- Select one --

Energy Drinks
How many energy drinks do you consume a day?
-- Select one --

Chocolate
How many ounces of chocolate do you consume a day? (1.5 oz = 1 bar)
-- Select one --

Caffeine Pills
Do you take caffeine tablets (ex. No-Doz, Vivarin)?
Yes No

Save **Choose here!**

Step 5:

After completing all sections, you will be brought to a final screen showing each section with a green check-mark.

Click the "Complete Check-In Process" at the bottom of the page to finish checking-in!

- ✓ 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. Are you taking any new medications?
- ✓ 9. Medical History
- ✓ 10. Family History
- ✓ 11. Surgical History
- ✓ 12. Caffeine Use
- ✓ 13. Tobacco History
- ✓ 14. Alcohol History
- ✓ 15. Substance Abuse
- ✓ 16. Habits-Lifestyle
- ✓ 17. Violence - Abuse
- ✓ 18. Sexual Health
- ✓ 19. Household

Complete Check-in Process

Click here

Screenshot

Finished!

Then you are done! You are on your way to your very first appointment with **Karis Integrative Medicine!**



If you have any questions not covered in this guide or need help with any part of this process, please contact our staff at:

PN: (907)-203-0044

Email: office@karisalaska.com

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