# Your Health Care At Your Fingertips
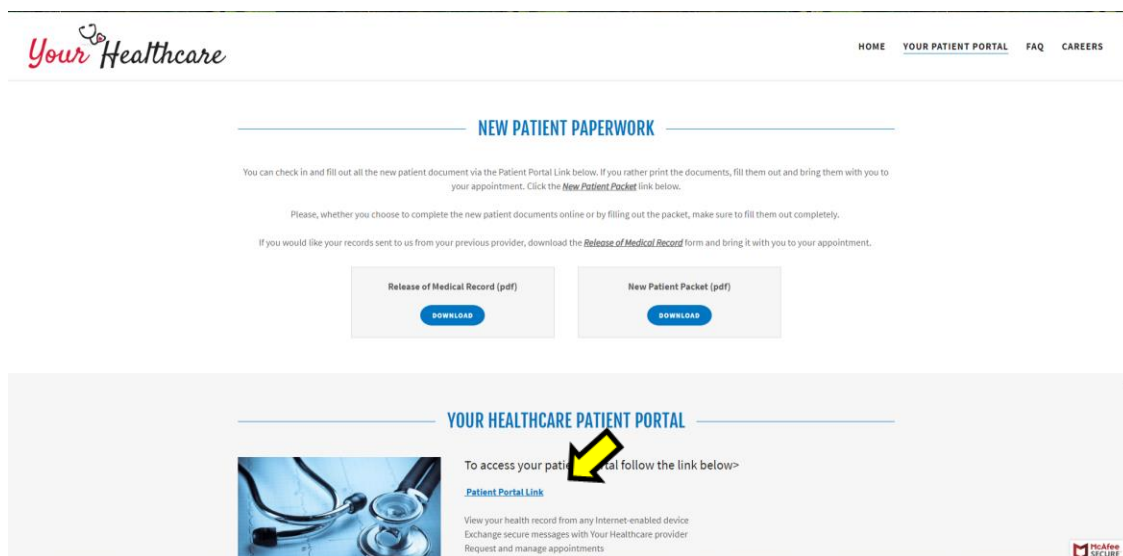
To Create Your Patient Portal Account

You must have an email account in order to utilize this service. You will also need to know the email address and primary phone number we have on file for you.

1. Open your internet browser (Microsoft Internet Explorer works best with this program) and type in the navigation bar www.yourhealthcareanna.com. Click on the "Your Patient Portal" tab on the left (yellow arrow).
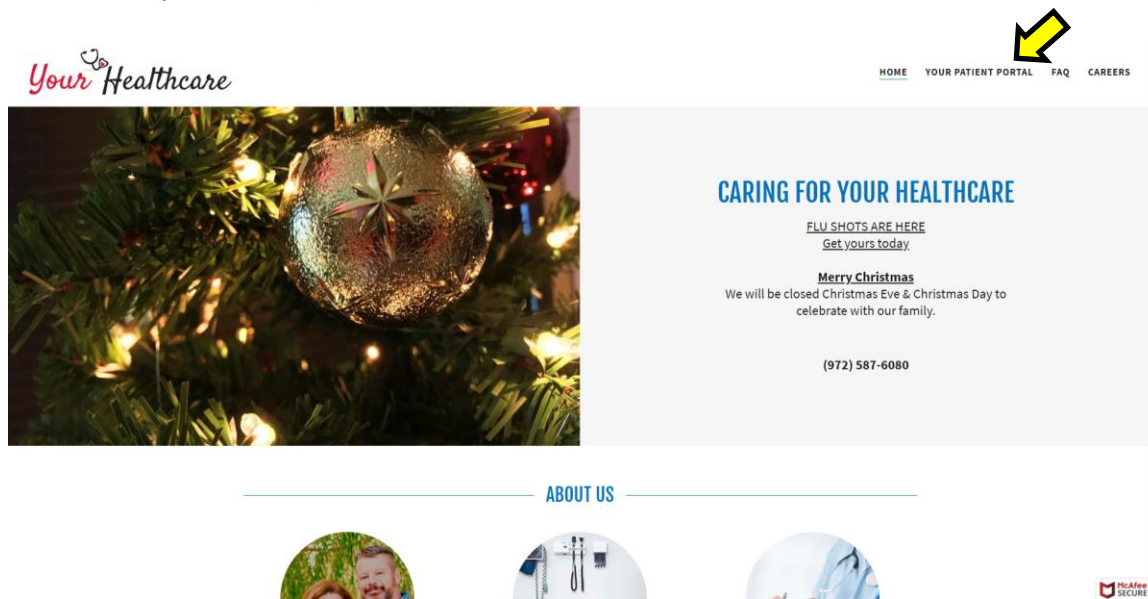
2. When you click on "Your Patient Portal" this is the page that will appear. Click on "Patient Portal Link"

Your Patient Portal Account

3. Click on "Sign up today" (as shown in the yellow circle) to begin your account registration.

4. Fill in *all* of the fields, including the section for "I'm not a robot" as shown in the photo below

Your Patient Portal Account

5. Choose how you would like to verify your identity. After you click "Send Code", you will receive an automated email, phone call, or text with a six-digit temporary passcode.

6. Enter the six-digit passcode on the next screen and click "Continue."

7. Create a password, confirm the password, accept the Terms and Conditions, and click "Continue."

8. YOU'RE DONE! Now you can:
   a. Send/receive secure messages to/from your provider and the office staff via internet.
   b. **Fill out forms prior to your visit**, request medications, and view personal health information.
   c. View your balance, print statements, and make a payment.
   d. View and request appointments.
   e. Browse health facts and information.

The Patient Portal is accessible 24 hours a day, 7 days a week from the comfort and privacy of your home, office, or mobile device. If you have any questions about Your Patient Portal, please ask our staff at **Your Healthcare** or call 972-587-6080.

Your Patient Portal Account

These images below is to show you what the patient portal looks like.

# Your Patient Portal Account

More images….

Your Patient Portal Account

view, download, and send your health records using your Patient Portal

After a recent enhancement to the Patient Portal, all patients using our Patient Portal are now able to view, download, and send health records to providers when accessing the Patient Portal from a desktop computer.

To get started…

1. Log into your Patient Portal.
2. On the left-hand side under My Health, select Health Records.
3. Select the time frame and the type of document you want to access.
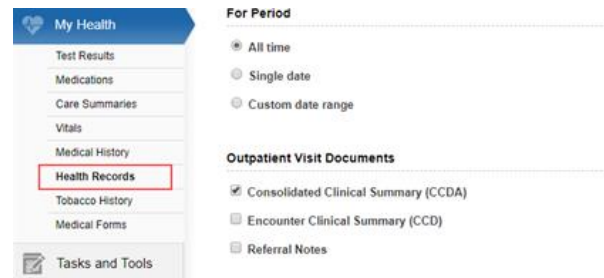
To download and view…

1. On the bottom of the Health Records page, click Download.
2. A ZIP file will then be sent to the computer you're using.
3. You can also select Show Preview, for certain document types, to view the information on your screen without downloading it.

To send…

1. On the bottom of the Health Records page, choose the method you'd like to use to send your information to your provider (Send via Direct Address or Send via Email).
2. Make sure to insert the correct information and click Send.