**REGISTERING ONLINE TO ACCESS YOUR ELECTRONIC HEALTH RECORD**
**THE SECRETARY WILL GIVE YOU A REGISTRATION CODE, YOU WILL NEED THIS CODE TO REGISTER ONLINE TO ACCESS YOUR HEALTH RECORD.**

**Please follow the steps below to register and view your health record.**
**1. Go to healthtracker.com**
**2. Click on the Register button.**
**3. You will have 3 sections to fill out:**

      **a. Sign in information.** Here you will create a username and password, and set your security questions.

      **b. My Personal information.** Here you will enter your name, email, date of birth and gender.

      **c. Provider information.** Please make sure to follow these instructions to ensure that you locate the correct provider.

         1. You will enter the first and last name of the physician you see in our practice. It is not necessary to enter the full name, you only need to enter the first two letters of the first and last name. **NEXT HIT THE SEARCH BUTTON! DO NOT PUT YOUR REGISTRATION NUMBER IN UNTIL AFTER YOU HAVE FOUND YOUR PROVIDER!! IT WILL NOT WORK IF YOU PUT THE REGISTRATION NUMBER IN BEFORE FINDING YOUR PHYSICIAN.** A list of physicians will show, you need to click on the physician in our practice from the list.

         2. **DO NOT PUT A CITY IN!!!** We have multiple locations and unfortunately if you put a city in, it will not work. JUST LEAVE THE CITY BLANK.

         3. YOU DO NEED TO PUT A STATE IN. SO PLEASE CHOOSE ONLY RHODE ISLAND FROM THIS LIST.

         4. LASTLY, YOU WILL ENTER YOUR REGISTRATION CODE THAT WAS GIVEN TO YOU BY THE SECRETARY AT YOUR LAST VISIT.

When you have completed the online form, you will receive a confirmation email with a link to complete the registration process. You will then have access to your health record.

**WHEN YOU SIGN IN, YOU MUST CLICK ON THE HEALTH RECORD TAB AND THEN CLICK ON THE BLUE BUTTON ON THE RIGHT THAT SAYS "VIEW, DOWNLOAD, TRANSMIT HEALTH DATA".** THIS WILL GIVE YOU ACCESS TO VIEW, DOWNLOAD AND TRANSMIT YOUR HEALTH RECORD\*\*

\*\*ALSO, YOU WILL NOW HAVE THE ABILITY TO SEND YOUR DOCTOR A

# NON-URGENT MESSAGE THROUGH THE "ASK THE PRACTICE" TAB IN YOUR ONLINE ELECTRONIC HEALTH RECORD. PLEASE DO NOT SEND URGENT MESSAGES THROUGH THIS PORTAL, IF YOU ARE SICK OR HAVING SYMPTOMS OF ANY KIND YOU MUST CALL THE OFFICE! THIS PORTAL IS ONLY INTENDED FOR NON-URGENT MESSAGES. IF YOU NEED AN IMMEDIATE CALL BACK, DO NOT SEND THROUGH THE PORTAL, CALL THE OFFICE\*\*

**IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE OFFICE FOR ASSISTANCE.**
**THANK YOU**