

Dear Patient,

Thank you for choosing Family Foot & Ankle Care for your foot care needs. In an effort to make your visit with us run as smoothly as possible we request that you complete all administrative paperwork prior to your appointment. Below are directions to help you navigate through the registration process. Also please remember to bring your insurance card, a form of identification, and a referral (if you require one) with you to your appointment. If you have any questions please feel free to call our office at 973-300-9151.

As we are a paperless office and utilize an electronic medical records software system, we ask that you complete the registration process online via our patient portal prior to your appointment.

1. If you provided us with an email address at the time of making an appointment, you would have received an email from our office with your username and password to access our Patient Portal. Included in the email will also be a link to the Patient Portal. Please check your SPAM folder in the event that you do not see the email in your inbox.
2. Using the username and password provided, log in to your account. You will be prompted to change your password and will be asked to set up a security question.
3. Once you are logged into your account, under section "**My Account**" there is two (2) documents that need to be completed, **Personal Information** and **Additional Information**.
4. Click on the **Personal Information** tab. Complete this document and hit the **SUBMIT** button. You will receive a message stating "You have Submitted Successfully".
5. Next, click on the **Additional Information** tab. Complete this document and hit the **SUBMIT** button. You will receive a message stating "You have Submitted Successfully".
6. Under the section "**Questionnaires**" there are two (2) documents that need to be completed, **Medical History** and **Surgical & Allergies**.
7. The **Medical History** document has four (4) tabs that need to be completed and submitted individually. **Medical History, Family History, Social History, and Review of Systems**. At the bottom of each document is a **SUBMIT** button. You will need to click on this button at the completion of each document.
8. Click on the **Medical History** tab. Complete this document and hit the **SUBMIT** button. You will receive a message stating "You have Submitted Successfully".
9. Click on the **Family History** tab. Complete this document and hit the **SUBMIT** button. You will receive a message stating "You have Submitted Successfully".
10. Click on the **Social History** tab. Complete this document and hit the **SUBMIT** button. You will receive a message stating "You have Submitted Successfully".
11. Click on the **Review of Systems** tab. Complete this document and hit the **SUBMIT** button. You will receive a message stating "You have Submitted Successfully".
12. Finally, click on the **Surgical & Allergies** tab. Complete this document and hit the **SUBMIT** button. You will receive a message stating "You have Submitted Successfully".
13. Your registration process should now be complete!

If you are unable to complete the necessary paperwork using our patient portal, please follow the steps below to access paper copies of the forms that need to be completed. Having these forms completed prior to visiting our office will allow us to better prepare for your appointment and decrease the amount of time that you will need to spend in our office handling administrative tasks.

1. Please visit our website at www.familyfootandanklecare.com.
2. Click on the tab "**New Patients**" from the home page. On this page there is a section that reads "Patient Forms". There are three (3) documents listed there that you will need to click on individually to print out, complete, and bring with you to your appointment.
"Welcome to our office" Registration form (2 pages),
Medical History (3 pages)
Patient Record of Disclosures (1 page)