



## PSJA ISD Employee Clinic Portal

### Your Health File Application

The portal can be used to request an appointment and to view your medical records.

Website: **[www.yourhealthfile.com](http://www.yourhealthfile.com)**

First time user: Request an email invite from clinic staff by calling 956-354-2170 or 956-354-2016.

Click: Registration link in email

- Enter D.O.B, click next
- Create username, password and security question
- Set up multi-factor authentication via email and phone
- Click on submit, then continue to update patient information by clicking on next arrows
- Lastly, sign and submit

Log in:

- Username and password
- You will receive a verification link to phone or via email
- Enter verification code and click submit

Portal Access:

- Schedule an appointment
- Review Medical Records
- Test Results
- Contact us

Schedule an appointment:

- Select Location, provider, date and time
- Enter reason for visit
- Click request appointment and continue

Once the appointment gets scheduled in by the staff, the pt will receive a verification by email