



How to enroll in ReachMyDoctor.com

1. Go to www.reachmydoctor.com in your web browser. You can also use the link on the left of our home page at www.idealfamilyhealthcare.com
2. Select the “Register” tab at the top of the page or the “Register Free” icon in the middle of the page
3. Complete the requested registration information including the creation of a Username and Password of your choosing [note the instructions to the right of the page]. Write these down in a place where you can find them for future use.
4. Check the box for agreeing to the terms of use.
5. Select “Submit”
6. You will then see the “Get Started” screen. Select “Add Care Providers to My Account”
7. In the text box enter “Dr. Sharp” or “Ideal Family Healthcare”
8. Select either “Sharp, Gregory” or “Sharp, Heather”.
9. Select “Choose This Provider”
10. If you did not enter your date of birth or social security number on the initial enrollment screen, it will now ask for these. You must enter these in order to enable linking of your account with our office. Select “Update”
11. In the “Add Care Provider” screen, again choose your physician preference and select “Save Changes”. The Direct Messaging fee does not apply in our practice so you may enable this feature
12. You are now connected to Ideal Family Healthcare through ReachMyDoctor.com.
13. You may now explore the other features of the program by clicking on the tabs at the top of the page. You may send us secure messages, Create your own portable health record, and use the health logs to keep track of things like blood sugar in diabetes or blood pressure readings.
14. If you have other family members in the practice, please go to the “Account” tab and select “Family Members” on the left, then create their accounts as “Dependent” or “Independent”.

IDEAL FAMILY
HEALTHCARE

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