



# Tips & Tricks Weekly



## FollowMyHealth— Completing messages with attachments

Registered portal patients can send attached files with their portal messages

**To view FMH attachments:**

1. On your tasklist, open FMH Patient Message.
2. Click “View Attachments”.

**Patient**

Name: Test, Tony      Sex: M  
 DOB: 11-Aug-2020      MRN: 00100072890001  
 Address: 111 Main Street Johnson City, TN 37604  
 Home Phone: (123) 111-1010      Work Phone:

**Patient Message**

Subject: test 123 FMH attachments

Good morning, we are testing to get screenshots for FMH attachments

[View Attachments](#)

Response to Patient

**To complete FMH message with attachments:**

1. On your tasklist, open FMH Patient Message.
2. Reply to patient in “Response to Patient” section. *(FMH messages w/attachments require a confirmation/response from the clinic to confirm attachments are received)*
3. Click “Reply”.

[View Attachments](#)

**Response to Patient**

attachment received. thanks.

Tony Houston, [EHRAnalyst](#)

End Communication    Notify if Not Read by:

**Communication History**

Sent: Wednesday, October 12 2022 at 11:11 AM  
 Sender: Tony z Test  
 Subject: test 123 FMH attachments  
 Body: Good morning, we are testing to get screenshots for FMH attachments

[Reply](#)   [Cancel](#)

Document Viewer

TEST, Tony 11-Aug-2020 (2y) M

Type: **FMH Communication**

Owner: Aebi, Brent  
 Status: Final - Receipt

[View Attachments](#)

**Message History**

Sent: 10/12/2022 12:11:05 PM Eastern Standard Time  
 Sender: Brent Aebi, MD  
 Subject: RE: test 123 FMH attachments  
 Body: attachment received. thanks.

Tony Houston, EHRAnalyst

Sent: 10/12/2022 11:11:32 AM Eastern Standard Time  
 Sender: Tony z Test  
 Subject: RE: test 123 FMH attachments  
 Body: Good morning, we are testing to get screenshots for FMH attachments

4. Task completes, and a FMH communication note w/ attachments is generated in chart.