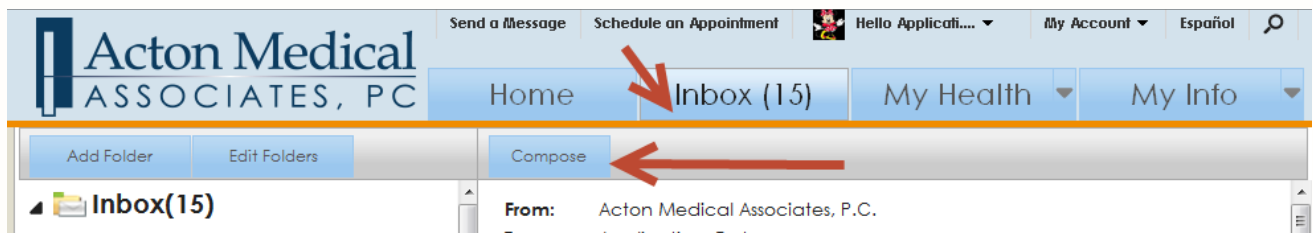


Sending Documents to Acton Medical Associates

- 1) FollowMyHealth currently does NOT allow for you to send attachments to our office
- 2) If you have a document that you need to get to the office, please login to your FollowMyHealth account, select your child's name from the drop down and then simply go to compose and send a message to your child's provider saying that you have a document you would like to send. Please include your email address in the message.



- 3) The staff will send you an email from our secure email system. You will set up a username and password to access this system and then you will be able to respond with your attachment

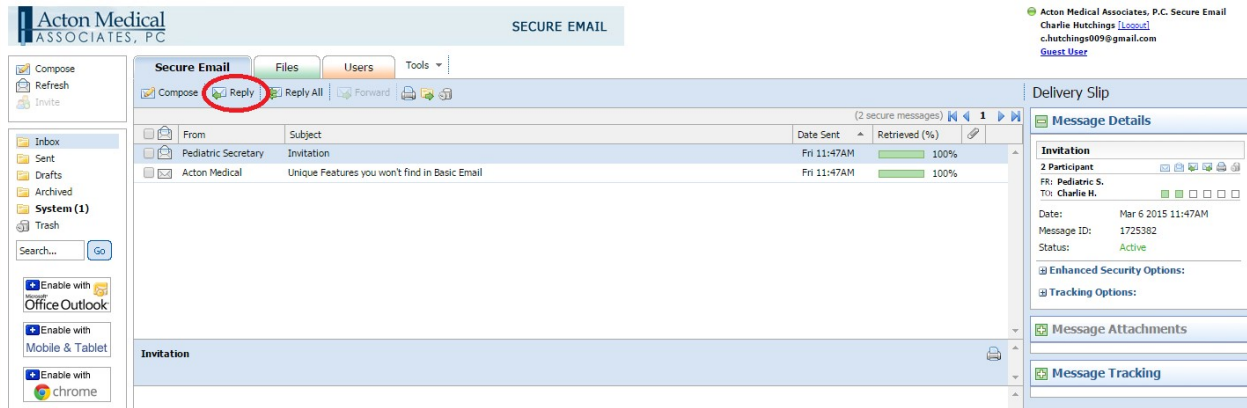
- 4) Upon receiving the email from the Acton Medical Associates, PC's secretary, follow the link to create your secure email account.



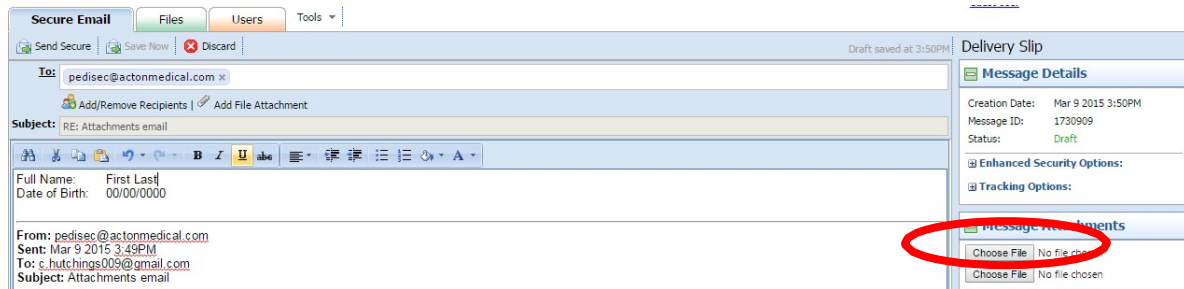
321 Main Street
Acton, MA 01720-3799
(978) 635-8700

592 King Street
Littleton, MA 01460-1245
(978) 486-9255

231 Ayer Road
Harvard, MA 01451-1100
(978) 772-1213

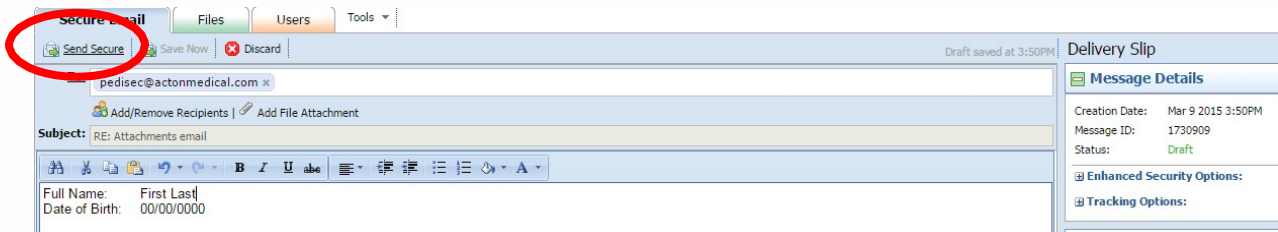


5) Highlight the message from the secretary and click on “Reply”



6) Enter the Patient’s name and date of birth into the body of the email.

7) On the right side of the screen click on “Choose Files”. This will allow you to browse your local computer for the file you would like to attach.



8) Click on “Send Secure” to send the complete message.

This secure email should only be used for sending attachments. All other electronic communication must be sent using FollowMyHealth.

