



RichmondSpine

INTERVENTIONS & PAIN CENTER

How to Connect to the Patient Portal: For Patients

Registering Via Email

1. Ask a staff member to send you an invitation to our patient portal. You will be asked to provide a valid email address where a link can be sent to complete the registration process.
2. Check your inbox. You should receive an email containing a link to the patient portal registration page. Click this link to begin.
3. You will be asked to provide some demographic information to complete the registration process. Once this information is submitted, you will have access to the patient portal. You can update your demographic information under my profile and your health information under the tasks and tools bar. When you update your information this will fast track the check-in and triage process.

-Or-

Registering Through Our Website

1. Go to our website at www.RichmondSpinePain.com. Click the patient portal link in the menu bar or the portal button on the bottom, right of the Home page.
2. Click the **Sign Up Today** link under the sign-in boxes.
3. Fill in your information and hit the continue button.
4. You will be asked to verify your identity with a code you will receive via text or email.
5. Check your phone/email and enter the code you receive into the corresponding box on the portal webpage.
6. Now you can enter a password. Remember to store your password in a safe place, as the patient portal will contain your confidential health information.
7. Now You're Done! You can now enter your demographic and health information, send secure messages to clinical staff/doctors and look at your clinical information through the patient portal.