



Welcome to the Southwest Pain Group Patient Portal. Please follow the step by step instructions to set up your portal account and complete the necessary forms.

Go to our website, southwestpaingroup.com, and click on the orange *ACCESS OUR PATIENT PORTAL* button in the banner on the right side of the Home screen.

Click on the yellow *Create An Account* button.

Enter your first name, last name, date of birth, zip code and email address, then click *Continue*.

Finish the Personal Information section by selecting your Gender

Enter your Mailing Address and Contact Information

Select a User ID, Password and answer a Secret Question (make sure you write down this information elsewhere for easy access the next time you use the portal)

Select a Preferred Location (this can be the location you usually visit)

Check the box acknowledging receipt of the Patient Privacy information and the Intuit Terms of Service and Privacy Policy.

Click *Create Account*.

Step 1 of 3

Complete the Demographics section. You must complete all areas with an * next to them. Click *Next*.

Step 2 of 3

Sign and date the Notice of Privacy Practices and Medication Policy forms. Click *Next*.

Step 3 of 3

Sign the APN Consent for Treatment, Narcotics Agreement and E-Mail Permission Forms. Click *Submit*.

The next page will say *Click here to return to the forms page to complete the Current Problem Form and the Health History Form*.

(If you want to see your completed Registration Form, click on Patient Registration Form. The form will download and you can open and view it in Adobe Reader. This is the information that will be imported into your chart.)

At the top of the page you will see Registration Forms; you have already completed that section. You will also see Daily Sheet. You will complete that prior to your next appointment when you are no longer a new patient.

Scroll down to *My Health History Forms*. Click on *Start New Form*.

The purpose of this form is to gather your health history. Please be as thorough as possible.

At the end, Select a provider and click *Send Form*.

Congratulations! You've successfully completed your registration on our patient portal.