



Health Portal Self-Enrollment Instructions

Accessing Self-Enrollment Link:

If we have recorded your email address in our electronic medical record upon one of your recent hospital admission, you can attempt to self-enroll by going to Pssurgery.com then clicking "Patients", then click "Patient Portal." Next click "Need to setup an account" button.

Note - You will only be able to set-up your account on-line if we have your email address already recorded in our system.



Beginning Enrollment Request:

Doing so will take you to the Enrollment page. Please complete the fields with your information. Your Medical Record Number was provided to you on a small card during Registration. The information will need to match exactly to that which is in our electronic medical record for you to successfully enroll. Click "Submit Enrollment Request."

Completing Your Enrollment:

You will receive an email from portal@pssurgery.com with a link to Logon and your on-time ID and Password. Click the Logon link and enter your one-time ID and Password.

Next, you will create a new ID and Password that is more memorable to you. You will also enter your Medical Record Number provided by us. You will need to select and answer **one** security question by clicking the down arrow next to the question and typing your answer. Click the "Submit" button when you are done.

Finally, you will need to accept the User Agreement. You are now ready to use the Portal to access your medical record. WELCOME!

Please contact us at (318) 388-4040 (Mon-Fri, 8a-5p) if you should experience any issues during the Enrollment process or need assistance.