

PATIENT PORTAL DIRECTIONS

1. Open your web browser, and type in <https://7498.portal.athenahealth.com>
2. Under the heading **NEW TO PATIENT PORTAL?**, select **CREATE ACCOUNT**
3. Fill in all fields, and select **CONTINUE**
4. You will be asked to verify the information that you entered is accurate. If so, select **CONTINUE**
5. Step 2 is to verify your identity. You will be given an option of how you would like to receive your access code. Select your option and then hit **CONTINUE**
6. You will either receive a phone call that will show it is coming from our office, an email from our office, or a text message. If you selected by phone, the automated system will give you a temporary access code. Please mark it down, and then enter it into the necessary field. Select **CONTINUE**
7. You will now be prompted to create a new password. Fill in all fields, security questions, and select **I ACCEPT THE TERMS & CONDITIONS AND PRIVACY POLICY**. Select **CONTINUE**
8. On the left hand side of your screen, select **MESSAGES**
9. Please open the welcome message that you received from our practice
10. If you choose to send messages directly to your providers, please use this portal to do so, versus sending an email to our company email. The company email platform is **NOT** secure, therefore not HIPAA compliant. It should not be used for patient messages to providers.

If you have any questions, or need help with signing back into your portal after creation, please give our office a call at (513)241-1811, and we can send you a reminder link/password reset link to the email you provide to us.

Thank you.