



How to Self-Register Adult Patient - Age 18 or older

Self-Registering for an Adult Patient

To create a Self-registered Patient PORTAL account, visit our website at <https://login.intelichart.com/cnsa>. Select the Create an Account tab at the top right.

1. Click Create a Portal Account option under the Start Here section.
2. Enter your Email address & create a Password.
3. Select No PIN option. ****NOTE** – If you receive the following message – please ignore. A PIN is NOT required for self-registration.**

Please note you must contact your practice, provider or hospital to receive your PIN registration in order to view labs, appointments and more.

4. Enter your Date of Birth, Name, Gender, & Phone.
5. Location Zip Code – Select 100 miles from the dropdown list, enter 28204, and click the arrow on the “Select a Location” dropdown box to display a list of the local healthcare organizations including all of Carolina Neurosurgery & Spine locations. Select your desired CNSA location from the dropdown list.
6. Select security question and enter answer. The security question is used to reset your password.
7. Select No to Add Child/Dependent(s).
8. Check the box indicating the Terms & Conditions have been read.
9. Click Continue.

The screenshot shows the registration page for the Patient Portal. At the top, the logo for Carolina Neurosurgery & Spine Associates is displayed. Below the logo, there are links for "Login" and "Create an Account". The main heading is "Welcome to the Patient Portal". Below this, there is a brief instruction: "To get started, simply complete the below fields to gain access to valuable information and services provided in a secure and confidential manner." A note states: "Please note: To be able to access your medical records within the Patient Portal, you must have been seen by a participating physician and have received a secure PIN from your doctor." The registration form includes the following fields and options: Email (text input), Password (text input with a "Show" button and a note "Passwords must be at least 8 characters long"), Register (radio buttons for "Self" (selected), "Dependent(s)", and "No PIN"), PIN (text input with a note "PIN is case sensitive"), Date of Birth (Month, Day, and Year dropdown menus), Security Question (dropdown menu with "Select a Security Question" and a note "For your protection, this will help us verify your identity in the future"), Security Answer (text input), Add Child/Dependent(s) (radio buttons for "Yes" and "No" (selected)), and a checkbox for "I have read and agree to the Terms & Conditions". At the bottom, there are "Cancel" and "Continue" buttons. The footer contains the copyright notice "© 2014 Intelichart, All Rights Reserved" and the Intelichart logo.

10. After clicking Complete the Patient Portal opens with Email Confirmation pop up box. Confirm email address or Update Email Address can be selected to change the email address.



NOTE - Your request will be reviewed and authenticated by our practice before your health information will display in the Patient Portal.