PATIENT PORTAL SET UP

Prairie Ridge Hospital and Health Services offers access to our online patient portal, where you can view data from your medical records online. This information includes allergies, immunizations, active and inactive medications, current and past health concerns, and certain test results from current and past clinic visits, which will be available online after your visit.

The instructions below will guide you through the entire registration process.

Step 1: Confirmation E-mail
A current email address will have to be added to your chart by registration staff. Once your email is entered into the system, check your email inbox or spam folders for the confirmation message to begin your registration process. The email will be sent from 'donotreply@cpsi.com'. Then click the link provided to create a new user.

Step 2: Registration
You will be asked to enter your name, date of birth, unique user name, and password. Very important: make sure you check the box at the right to verify that your information is correct. Then click the "register" button at the bottom of the screen.

Step 3: Security Questions
Choose three security questions with the answers then click submit. You will then be directed to the home screen. You have the option to pay a bill, message a provider regarding your healthcare, and view your medical records.

Step 4: Patient Records
From the Medical Record tab, click on the name of the patient you are authorized to view. The patient's clinical visits will be listed chronologically. Click on the visit to visit to view that visit's summary.

Step 5: Save your username and password for access to your patient portal in the future
If you forget your password, you are able to reset it through the website. If you forget your username, you will have to call registration at 218.685.7300 to have them reset your portal. You will then have to complete the registration process again.

Once you have registered, you can easily access your clinical information by visiting www.thrivepatientportal.com or by clicking on the Patient Portal link on Prairie Ridge's website at www.prairiehealth.org.