

Welcome to the
Patient Portal!



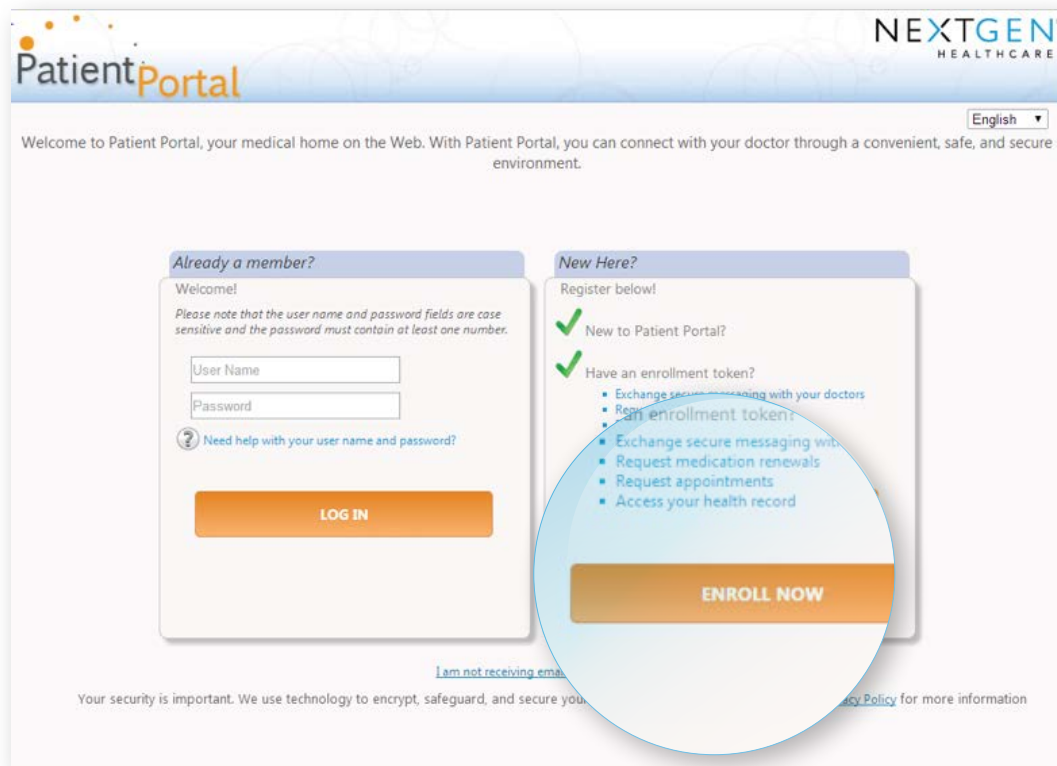
You're about to find out just how **easy** it can be **to communicate** with your healthcare provider, **schedule** appointments, **take control** of your medical information, and more. Using this quick reference guide, **find out how simple it is** to start using the Portal. If you have questions about the Portal, please contact your provider's office.

Table of Contents

	How to Sign Up.....	4
	How to Send a Message	16
	How to Make an Appointment.....	17
	How to Make a Payment.....	18
	How to Renew Medication.....	19
	How to Access Research Center	21
	Change Account Settings	22
	Manage Practices.....	23
	Go Paperless	24

How to Self-enroll in the Portal

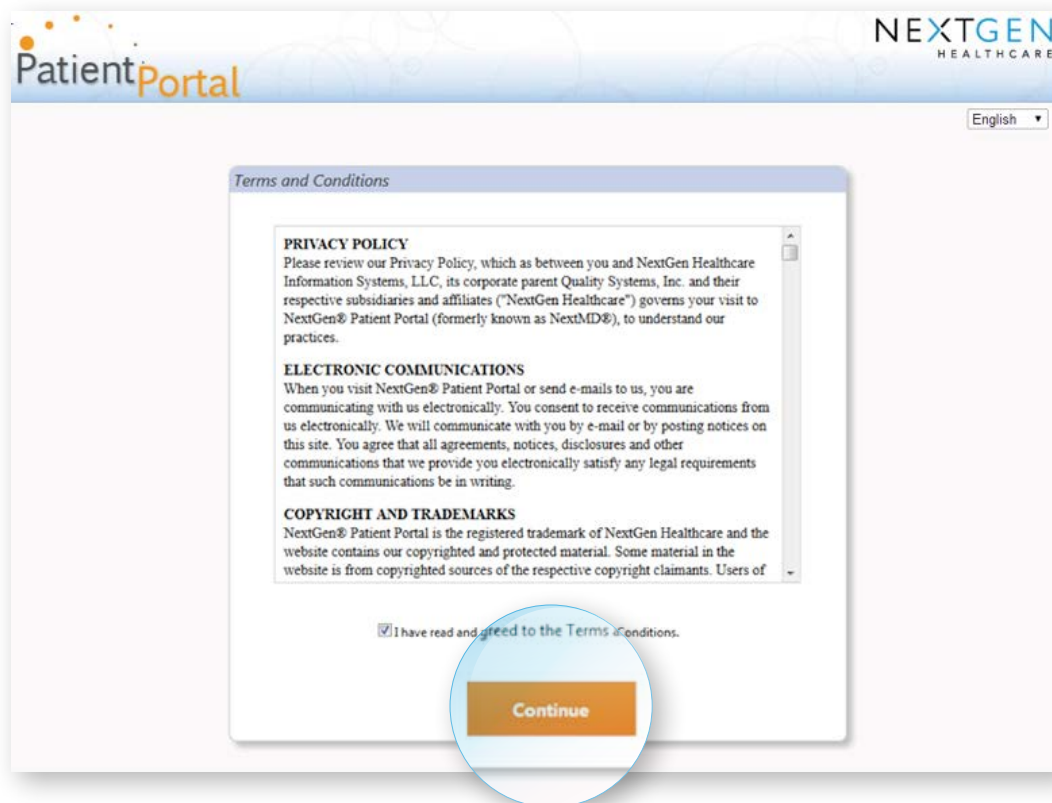
Navigate to the NextGen® Patient Portal website provided by your practice. Click the “[Enroll Now](#)” Button to get started.



Return to Table of Contents

How to Self-enroll in the Portal

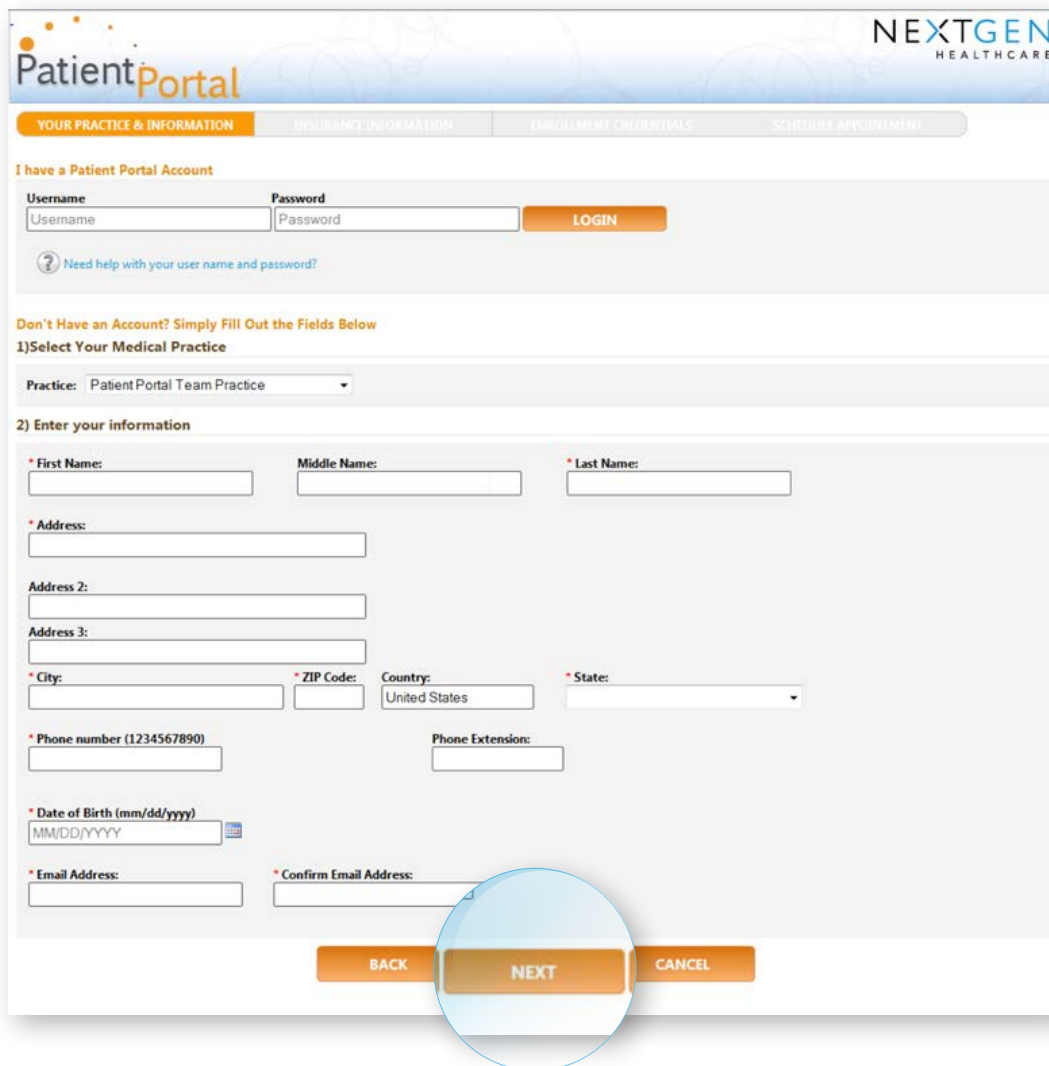
Check the box and click the “Continue” button to agree to the Terms and Conditions.



Return to Table of Contents

How to Self-enroll in the Portal

Fill in the appropriate data fields. Click “[Next](#).” If you already have an account, and would like to add another practice to your existing account, click [here](#) for more information.



The screenshot shows the 'Patient Portal' self-enrollment interface. At the top, there are navigation tabs: 'YOUR PRACTICE & INFORMATION' (selected), 'INSURANCE INFORMATION', 'EMPLOYMENT CREDENTIALS', and 'SCHEDULE APPOINTMENT'. The 'NEXTGEN HEALTHCARE' logo is in the top right. Below the tabs, there are two main sections. The first section, 'I have a Patient Portal Account', contains fields for 'Username' and 'Password', a 'LOGIN' button, and a link for help. The second section, 'Don't Have an Account? Simply Fill Out the Fields Below', is divided into two steps. Step 1, 'Select Your Medical Practice', has a dropdown menu showing 'Patient Portal Team Practice'. Step 2, 'Enter your information', contains several required fields: 'First Name', 'Middle Name', 'Last Name', 'Address', 'Address 2', 'Address 3', 'City', 'ZIP Code', 'Country' (set to 'United States'), 'State', 'Phone number (1234567890)', 'Phone Extension', 'Date of Birth (mm/dd/yyyy)', 'Email Address', and 'Confirm Email Address'. At the bottom of the form are three buttons: 'BACK', 'NEXT' (highlighted with a blue circle), and 'CANCEL'.



Return to Table of Contents

Add insurance and address information

Enter optional insurance and address information as desired
and click "Next."

Patient Portal NEXTGEN HEALTHCARE

YOUR PRACTICE & INFORMATION | **INSURANCE INFORMATION** | ENROLLMENT CREDENTIALS | SCHEDULE APPOINTMENT

1) Enter Your Health Insurance Information (Optional)

I am self-insured

Insurance/Payer name:

Policy number:

Group number:

Group name:

2) Enter Your Health Insurance Claim Mailing Address (Optional)

Address:

City: State: ZIP Code:

Country:

Phone number:

BACK NEXT SCHEDULE AN APPOINTMENT CANCEL



Return to Table of Contents

Username and Password

Select your username, security question, and password. Click “[Complete Enrollment](#).” Or, if your practice is configured for scheduling and you wish to make an appointment, choose “[Schedule an Appointment](#).” Once you’ve completed enrollment, you will receive an email notifying you when your enrollment is approved.

The screenshot shows the 'ENROLLMENT CREDENTIALS' step of the NextGen Patient Portal enrollment process. The page features a header with the 'PatientPortal' logo and 'NEXTGEN HEALTHCARE' branding. A navigation bar includes tabs for 'YOUR PRACTICE & INFORMATION', 'INSURANCE INFORMATION', 'ENROLLMENT CREDENTIALS', and 'SCHEDULE APPOINTMENT'. A 'FRAUD WARNING' section is present, followed by three main sections: '1) Create Username and Password', '2) Create Security Question', and '3) Create Password Recovery Credentials'. Each section contains required fields and instructions. A CAPTCHA widget is located at the bottom right, and a navigation bar at the bottom includes buttons for 'BACK', 'SCHEDULE AN APPOINTMENT', 'COMPLETE ENROLLMENT', and 'CANCEL'.

1) Create Username and Password
Create a username and password you want to use when you log in to NextGen Patient Portal.

* Username:
User name must be between 6 – 50 characters and is case sensitive.

* Password:
Password must be between 6-20 characters which can be a combination of letters, numbers and special characters and is case sensitive.

* Retype Password:

2) Create Security Question
Choose a login security question and enter your answer. This question will be used as part of the login authorization process. You will be prompted to enter the answer for your selected question when you try to login to your account. Asterisk (*) denotes required field.

* Select a Question:

* Answer:

* Retype Answer:

3) Create Password Recovery Credentials
Create a forgotten password question and enter the answer. This question will be used in the password reset process. You will be prompted to enter the answer for this question in case you need to reset your password in the future. Asterisk (*) denotes required field.

* Create a Question:

* Enter your answer:

* Retype Answer:

BACK SCHEDULE AN APPOINTMENT COMPLETE ENROLLMENT CANCEL



[Return to Table of Contents](#)

Portal Login

If this is your first time using the Portal, click “[Enroll Now](#)” to create your username and password.

PatientPortal **NEXTGEN HEALTHCARE**

Welcome to Patient Portal, your medical home on the Web. With Patient Portal, you can connect with your doctor through a convenient, safe, and secure environment.

English

Already a member?

Welcome!

Please note that the user name and password fields are case sensitive and the password must contain at least one number.

User Name

Password

Need help with your user name and password?

LOG IN

New Here?

Register below!

New to Patient Portal?

Have an enrollment token?

- Exchange secure messaging with your doctors
- Request medication renewals
- Request appointments
- Access your health record

ENROLL NOW

I am not receiving emails

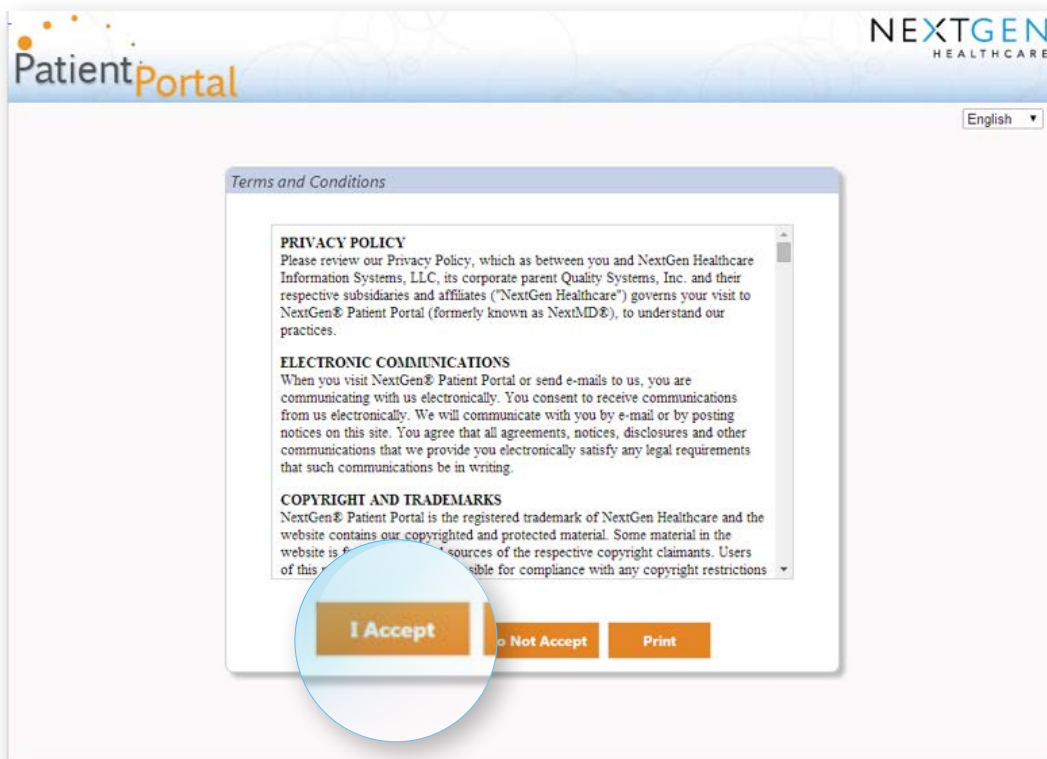
Your security is important. We use technology to encrypt, safeguard, and secure your information. See our [Privacy Policy](#) for more information.



Return to Table of Contents

How to Enroll with a Token Provided by Your Practice

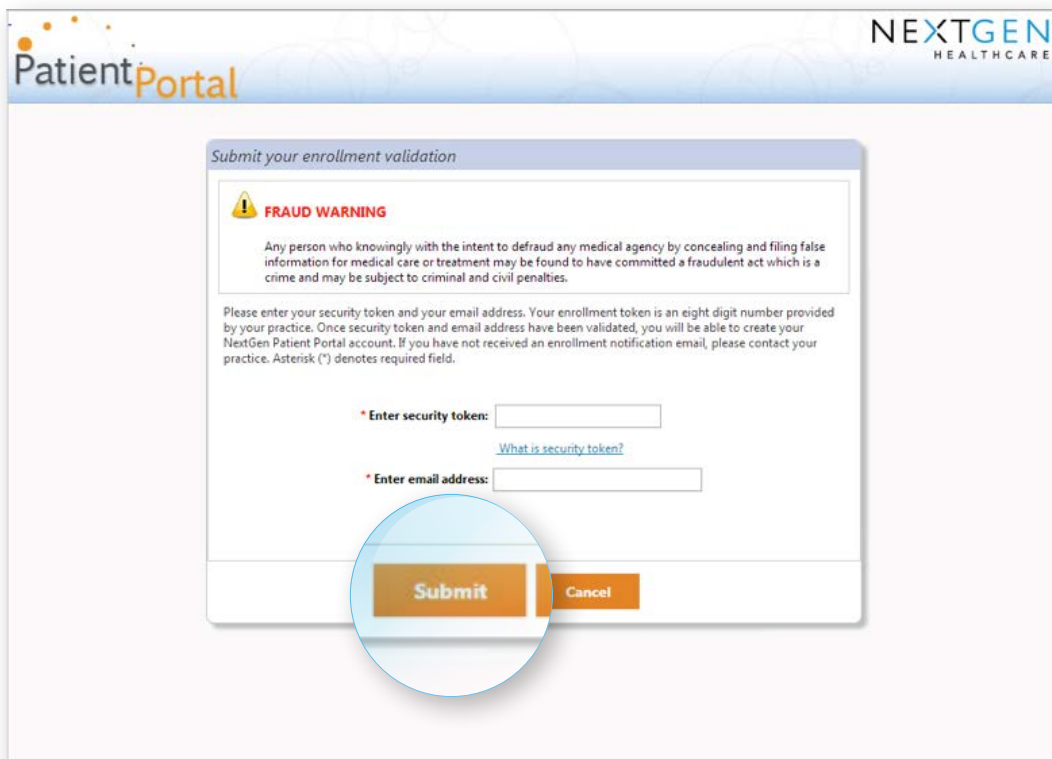
To enter the Portal, follow the link from your healthcare provider. Review the Terms and Conditions, then click "[I Accept](#)."



[Return to Table of Contents](#)

How to Complete Enrollment

Enter the security token provided by your provider's office.
Enter your email address and click "[Submit](#)."



The screenshot shows the 'PatientPortal' interface for 'NEXTGEN HEALTHCARE'. The main heading is 'Submit your enrollment validation'. Below this is a 'FRAUD WARNING' section with a yellow warning icon and text: 'Any person who knowingly with the intent to defraud any medical agency by concealing and filing false information for medical care or treatment may be found to have committed a fraudulent act which is a crime and may be subject to criminal and civil penalties.' Below the warning is a paragraph: 'Please enter your security token and your email address. Your enrollment token is an eight digit number provided by your practice. Once security token and email address have been validated, you will be able to create your NextGen Patient Portal account. If you have not received an enrollment notification email, please contact your practice. Asterisk (*) denotes required field.' There are two input fields: '* Enter security token:' and '* Enter email address:'. A blue circle highlights the 'Submit' button, which is orange with white text. A 'Cancel' button is also visible to the right of the 'Submit' button.



[Return to Table of Contents](#)

Username and Password

Create your username and password. Create your login security information and password recovery credentials. Click “[Submit.](#)”

NextGen HEALTHCARE
Patient Portal

English ▾

Create enrollment credentials

FRAUD WARNING
Any person who knowingly with the intent to defraud any medical agency by concealing and filing false information for medical care or treatment may be found to have committed a fraudulent act which is a crime and may be subject to criminal and civil penalties.

- 1 Create your username and password**
Enter a user name and password you want to use when you login to NextGen Patient Portal. Asterisk (*) denotes required field.
 - * User name:
User name must be between 6 – 20 characters and is case sensitive.
 - * Password:
Password must be between 6-20 characters which can be a combination of letters, numbers and special characters and is case sensitive.
 - * Retype password:
- 2 Create your login security authorization**
Choose a login security question and enter your answer. This question will be used as part of the login authorization process. You will be prompted to enter the answer for your selected question when you try to login to your account. Asterisk (*) denotes required field.
 - * Select a question:
 - * Enter your answer:
 - * Retype your question and enter the answer. You will be prompted to enter the answer for this question when you login to your account. Asterisk (*) denotes required field.
- 3 Create your password recovery credentials**
Create a question and answer for your password reset process. You will be prompted to enter the answer for this question when you try to reset your password. Asterisk (*) denotes required field.
 - * Create a question:
 - * Enter your answer:
 - * Retype your answer:

Enter Insurance Information

On the "Insurance Information" page, select the "I am self-insured" check box, or enter your insurance/payer details. Click "Next."

NEXTGEN®
Patient Portal

PERSONAL INFORMATION | **INSURANCE INFORMATION** | ENROLLMENT/CREDENTIALS | SCHEDULE APPOINTMENT

Enter Your Health Insurance Information (Optional)

I am self-insured

Insurance/Payer name:

Policy number:

Group number:

Insurance Claim Mailing Address (Optional)

City: State: ZIP Code:

Country:

Phone number:

BACK NEXT CANCEL

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Return to Table of Contents

Congratulations! You're in the Portal

From your welcome screen, you can see and access your inbox, upcoming appointments, lab results, medications, and more.

The screenshot displays the NextGen Patient Portal interface. At the top, the 'Patient Portal' logo is on the left, and the 'NEXTGEN HEALTHCARE' logo is on the right. A navigation menu includes links for HOME, INBOX, SCHEDULE, MY CHART, RESULTS, MEDICATIONS, RESEARCH, and ACCOUNT SETTINGS. Below the navigation, the user's name 'William Javelle Obregon MD' and login time 'last login was 07/04/2013 at 9:22 am' are shown. A 'Choose a patient' dropdown menu is also present.

The main content area is divided into several sections:

- Inbox:** Lists messages from NYU Medical Center (9/1/2013) about skin cream, NextGen Clinic (8/31/2013) about blood test results, and NextGen Clinic (6/29/2013) about lab results.
- Upcoming Appointments:** Shows two appointments from NextGen Clinic: a GYN appointment on 07/16/13 at 9:30 am and a knee check-up on 07/28/13 at 9:30 am, both with 'Reschedule' and 'Cancel' options.
- To Do List:** Lists tasks such as 'Alan's physical exam needs to be scheduled' (NextGen Clinic), 'Alan's dental cleaning needs to be scheduled' (Dental Center), and 'Ryan's check up needs to be scheduled' (NextGen Clinic), each with a 'Schedule' link.
- My Labs:** A table showing lab results for 'Full Blood Panel', 'Diabetes Scan', and 'MRI', all ordered by Dr. John Grable. Results are marked as 'Normal' or 'Abnormal' with corresponding icons and 'View Result' links.
- My Medications:** A table listing medications: Ciproxin, Paxil, Ibuprofen, and Zarnestra, with dosage instructions and 'Refill' links.
- Medical Centers:** A list of locations including NYU Medical Center, Dental Center, NextGen Clinic, Bradford Orthopaedics, and Bergen Optometry, with a 'View Profile Page' link.

At the bottom, contact information for NYU Medical Center is provided: 918 W.25th Street, New York, NY 10003. A note states: 'We will be giving flu shots at our Main Office on Saturday between 9am - 5pm ET. No appointment needed.'

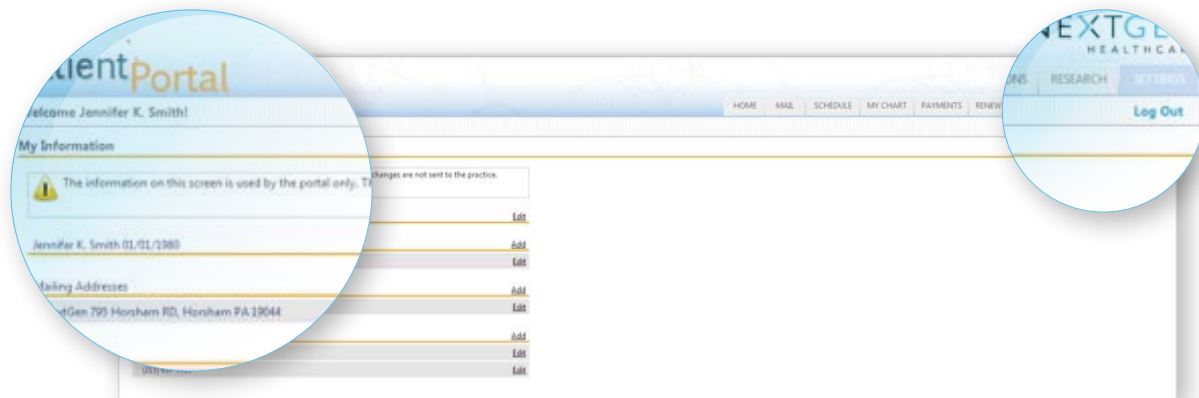


Return to Table of Contents

Messages in the Portal

Please note: when a new message is available in the Portal, you will also receive an alert sent via text or email to the personal account of your choice. To set up or change the type of notification you receive, in the top navigation bar, under "[Settings](#)," click "[My Information](#)."

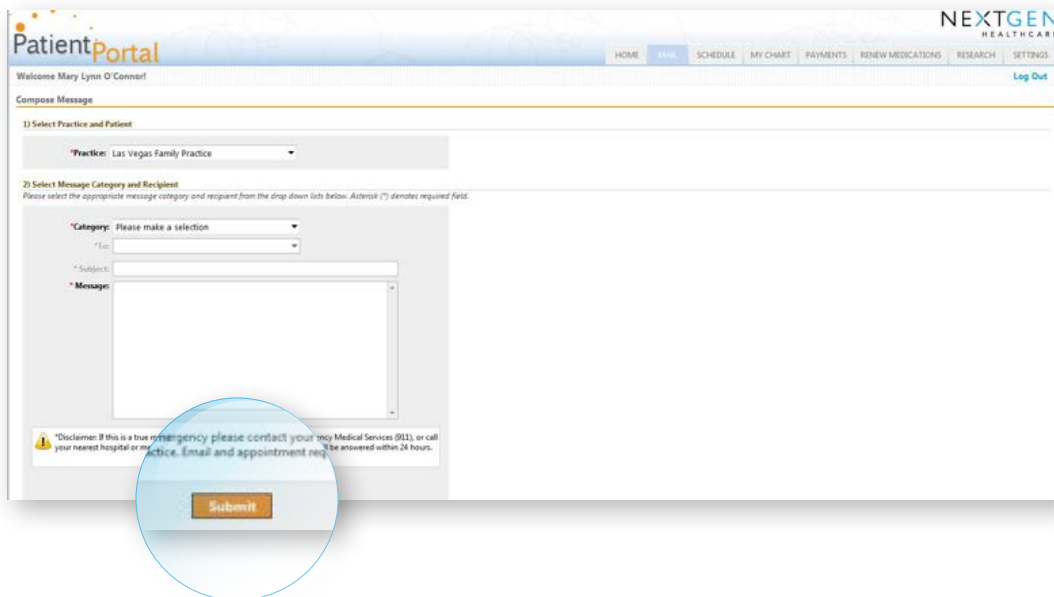
From here, you can set your preferences. You can change your enrollment information at any time by clicking "[Settings](#)" on the right-hand side of the screen, and choosing "[My Information](#)."



Return to Table of Contents

How to Send a Message

Under "Inbox," click "[Compose an Email](#)." Write your message. Click "[Submit](#)." Replies from your healthcare provider will appear in your Inbox.



The screenshot shows the 'Patient Portal' interface for 'NEXTGEN HEALTHCARE'. The user is logged in as 'Mary Lynn O'Connor'. The page title is 'Compose Message'. The form is divided into two main sections:

- 1) Select Practice and Patient:** A dropdown menu is set to 'Practice: Las Vegas Family Practice'.
- 2) Select Message Category and Recipient:** This section includes:
 - A 'Category' dropdown menu with the text 'Please make a selection'.
 - A 'To' dropdown menu.
 - A 'Subject' text input field.
 - A 'Message' text area for writing the email content.

At the bottom of the form, there is a 'Submit' button. A disclaimer is visible at the bottom left: "Disclaimer: If this is a true emergency please contact your Medical Services (911), or call your nearest hospital or practice. Email and appointment requests are answered within 24 hours."



Return to Table of Contents

How to Make an Appointment

In the top navigation bar, click "[Schedule](#)." Choose "Request Appointment." Select your parameters. Click "[Submit](#)." You'll receive a "thank you" message indicating your request is pending approval. When your request is approved, you'll receive an email confirmation.

Appointment Request

1. ENTER REQUEST 2. SELECT APPOINTMENT 3. VIEW DETAILS

1) Select Your Medical Practice
Please select the medical practice for that appointment.

*Practice: Las Vegas Family Practice

2) Select Provider and Location
Please select your provider, the appropriate appointment category and desired location from the drop down lists below. Asterisk (*) denotes required field.

*Select provider/group: Eigenvalue MD, Sophia
*Select category: Consult (Request Appt)
*Select location: Main Office [Address](#)

Please bring medication list and current insurance cards. Thanks you

3) Submit Request
Please fill in all required fields and click the Submit button to submit your request.

*Reason for appointment:
*Priority: Normal
*Make appointment for: This Week
*Start date: 06/16/2014 End date: 06/22/2014
*Preferred date/time: to
 Mon Tue Wed Thu Fri

*Disclaimer: If this is a true medical emergency please contact your Emergency Medical Services (911), or call your nearest hospital or medical practice. Email appointment request will be answered within 24 hours.

Submit



Return to Table of Contents

How to Make a Payment

In the top navigation bar, click "[Payments](#)." Click "[Make a Payment](#)." After successfully submitting your payment information, click "[Submit](#)." A confirmation screen will appear. You can print a receipt, if desired.

Statements

Las Vegas Family Practice

Your Statements

ADDRESSEE:
Test Ugm
795 Horsham Road
Horsham, PA 19044

Amount due:
\$205.00

Statement Date:
10/10/2013

ADDRESSEE:
Test Ugm
795 Horsham Road
Horsham, PA 19044

REMIT TO:
Viva Las Vegas Family Practice
3785 S Las Vegas Blvd
Las Vegas, NV 89109

Amount due:
\$205.00

Statement Date:
10/10/2013
Total Account Balance: \$205.00

Make a Payment
Please select a payment method and then fill in all required information. The billing address selected must match the bill.

***Payment Method:**

***Cardholder's first name:** Mary Lynn

***Cardholder's last name:** O'Connor

***Credit card number:** _____

***Expiration date (Month / Year):** 01 / 2014

***CVV2:** [What is the CVV2?](#)

***Payment amount:** Pay Total Due: USD \$205.00
 Pay Other Amount: USD \$ _____
All amounts in U.S. Dollars.

Select a billing address: NextGen 795 Horsham RD, Horsham, PA 19044

Address line 1: _____
Address line 2: _____
City: _____
State: _____
Zip: _____

Submit

This is an electronic copy of your statement online, please discard it if you do not wish to receive it. If you pay this statement online, please discard it.

powered by InstaMed



[Return to Table of Contents](#)

How to Renew Medication

In the top navigation bar, choose “[Renew Medications.](#)”
You will see all active medications prescribed by your healthcare provider. Select desired medications, pharmacy, and renewal information. Click “[Submit.](#)”

The screenshot shows a web form titled "Renew Medications" with the following sections:

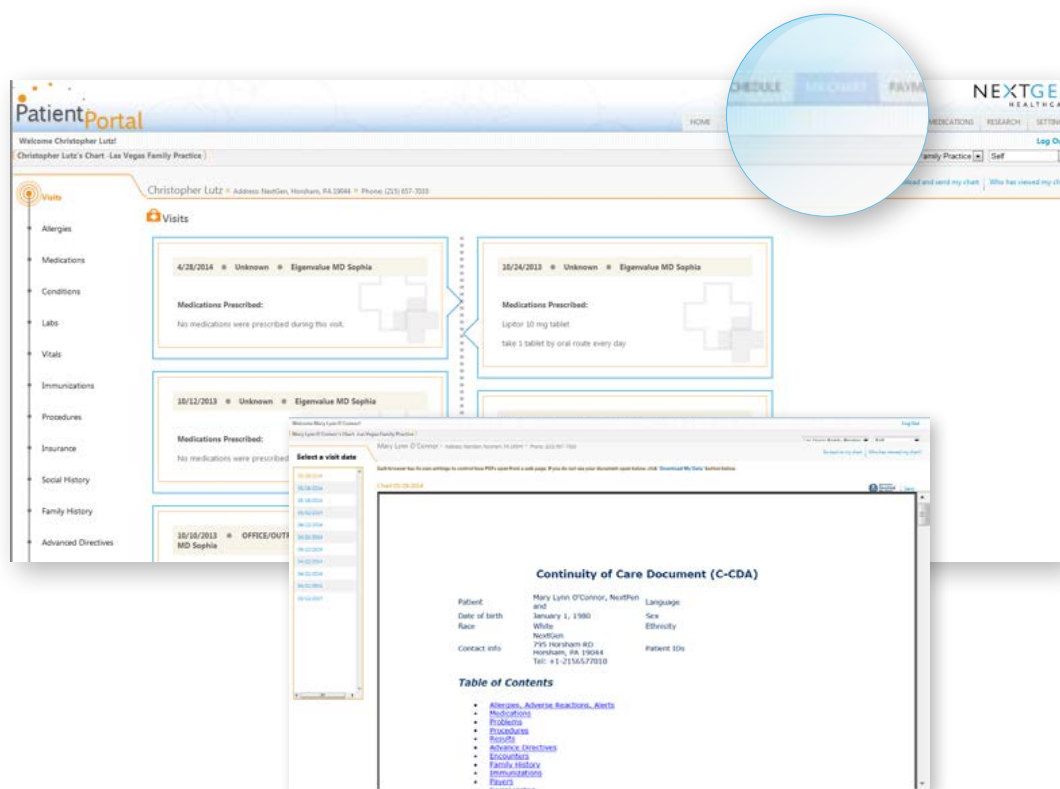
- 1) Select Your Medical Practice:** A dropdown menu showing "Practice: Las Vegas Family Practice".
- 2) Select Medications:** A section with a "Print Medications" link and a table of medications. A blue circle highlights this table.
- 3) Selected Pharmacy:** A section showing pharmacy details for CVS, including address and phone numbers, with a "Select different pharmacy" link.
- 4) Submit Renewal:** A section with dropdowns for "Reason" (Medication Renewal Request) and "Send to" (Ogenvalve MD, Sophia), a text area for "Comments", and a "Submit" button. A blue circle highlights the "Submit" button.

Medication Selection Table:

Prescription Name	Dose	Description	Start Date	Stop Date
<input type="checkbox"/> LIPITOR	10 MG	1 tablet by oral route every	7/1/2013	10/10/2014
<input type="checkbox"/> ATORVASTATIN	10 MG	1 tablet by oral route every	10/10/2013	5/1/2015
<input checked="" type="checkbox"/> CALCIUM	5 MG	1 tablet by oral route every	10/10/2013	5/1/2015
<input type="checkbox"/> LISINORIL	5 MG	1 tablet by oral route every	10/10/2013	5/1/2015
<input type="checkbox"/> CRESTOR	5 MG	1 tablet by oral route every	10/10/2013	5/1/2015
<input type="checkbox"/> ROSUVASTATIN	5 MG	1 tablet by oral route every	10/10/2013	5/1/2015
<input type="checkbox"/> CALCIUM	5 MG	1 tablet by oral route every	10/10/2013	5/1/2015

How to View, Download, and Transmit a Chart

In the top navigation bar, choose **"My Chart."** Click **"View my Chart."** To download your chart, click **"Download and send my chart."** After your chart is downloaded, click **"Send"** at the top right to transmit your chart. Enter your provider's Direct (email) address and click **"Send My Chart."** Or enter his/her name and press **"Search."** To transmit your health record, press **"Send my Chart."** You can also select your dependents' health record information.



Return to Table of Contents

How to Access Research Center

In the top navigation bar, choose “[Research](#).” From here, access health-related information where you can search by topic of interest.

The screenshot shows a web page with a search bar at the top right and a 'Home' link at the top left. The main heading is "Diabetes: Giving Yourself an Insulin Shot". Below the heading is an "Introduction" section. The text explains that if you have type 1 diabetes or type 2 diabetes not controlled by medication, you need to take insulin. It describes how high blood sugar can lead to dehydration and kidney issues. A "Media Gallery" section shows a picture of an insulin syringe with a "Learn more..." link. Below that, it lists three important elements for success in giving insulin injections: making sure you have the right dose, practicing how to give the injection, and storing the insulin properly. The "How To" section follows, stating that a health professional or certified diabetes educator (CDE) will help you learn to prepare and give your insulin dose. It then lists three steps: 1. Wash your hands with soap and running water. 2. Gather your supplies, including an insulin syringe, insulin bottle, and alcohol wipe. 3. Check the insulin bottle or cartridge for expiration dates.



[Return to Table of Contents](#)

Change Account Settings

In the top navigation bar, choose “[Settings](#).” Click “[Account Settings](#).” From here, you can change your username, password, security question, and more. When finished, click “[Submit](#).”

Account Settings	
<u>User Name</u>	Edit
Your User Name	moconnor@nextgen.com
<u>Password</u>	Edit
Your Password	*****
<u>Security Question</u>	Edit
To identify you as the account owner	What is your favorite color?
<u>Forgot Password Question</u>	Edit
To request a password reset	UGM Year?
<u>Un-enroll from Patient Portal</u>	Edit
Delete your Patient Portal account	



Return to Table of Contents

Manage Practices

In the top navigation bar, choose “[Settings](#)” and click “[Manage Practices](#).” You can enroll in additional practices by entering your security token and email.

Welcome Mary Lynn O'Connor!

Manage your practices

You are currently enrolled in the following practices :

Las Vegas Family Practice	Un-enroll me from this practice
---------------------------	---

Enroll to the additional practice:

Please enter your security token and your email address. Your enrollment token is an eight digit number provided by your practice. Once security token and email address have been validated, you will be enrolled in your practice. If you have not received an enrollment notification email, please contact your practice. Asterisk (*) denotes required field.

*Enter security token:

[What is security token?](#)

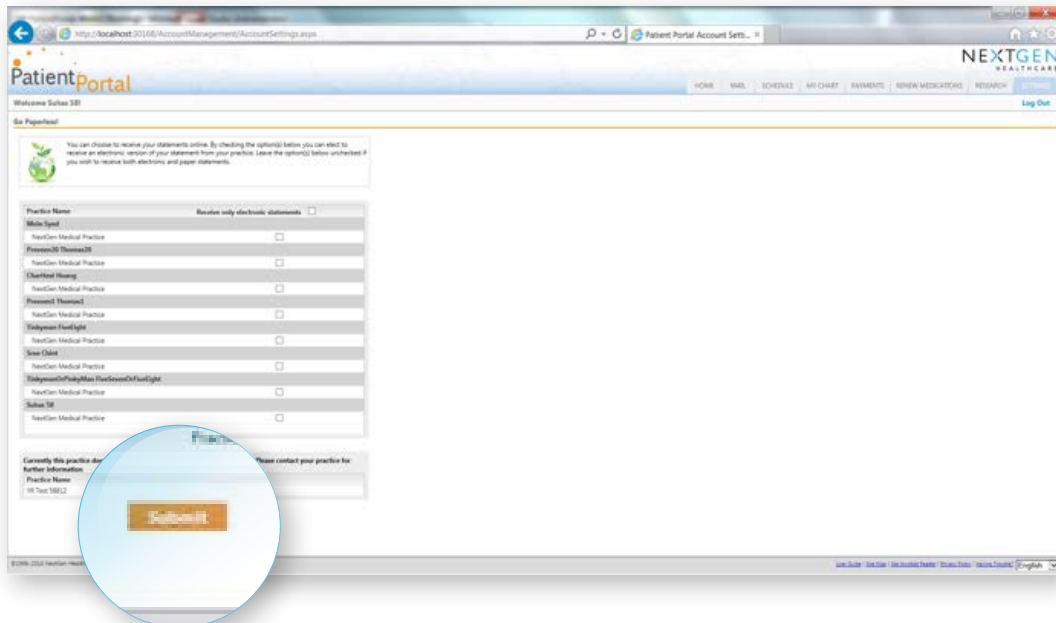
*Enter email address:



Return to Table of Contents

Go Paperless

In the top navigation bar, choose “[Settings](#).” Choose “[Statement Notifications](#).” To receive online-only statements, click “[Submit](#).”



Return to Table of Contents



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