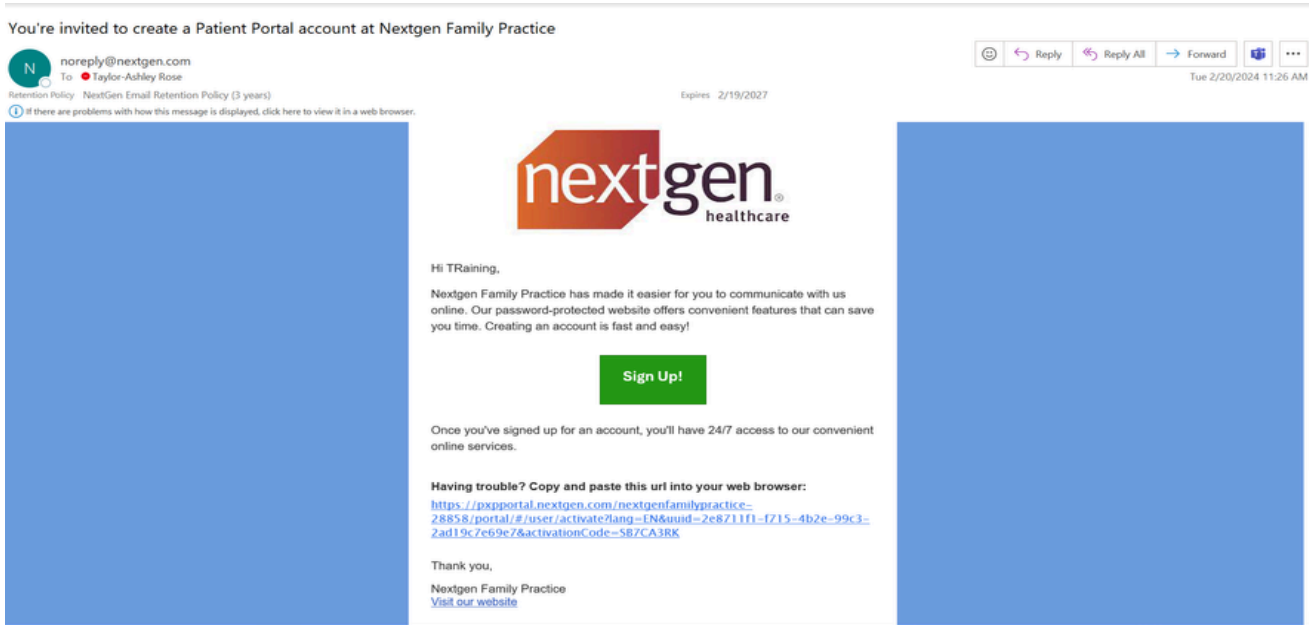




# Patient Portal Enrollment Process

## Step by Step



**Step 1:** You will receive an invitation to our patient portal on the Email Address given to your Healthcare Provider During your last visit or communication.

English

### Please Verify Some Information

Please enter your date of birth and zip code so that we can verify you.

ZIP code\*

Date of birth

Month  Day  Year

Cancel

**Step 2:** After Selecting the **Green Sign Up!** Button in your email, you will be redirected to a web browser where you will be asked to input your Date of Birth and Zip Code

**(Note:** This Zip Code will be the Zip Code Provided to your practice at the time of registration, if you have moved since you registered with the Practice, please recall your Previous Zip for Enrollment Purposes)

### Welcome! Create Security Details

Thank you for joining the portal. Please create a password and answer a secret question.

<input type="text" value="User name*"/>	<input type="text" value="Secret Question*"/>
<input type="text" value="Password*"/>	<input type="text" value="Answer*"/>
<p>Your password must contain 8-32 characters, include no common words, and fulfill three of the following:</p> <ul style="list-style-type: none"><li><input type="radio"/> one capital letter</li><li><input type="radio"/> one lower case letter</li><li><input type="radio"/> one number</li><li><input type="radio"/> one symbol (&amp;%#@!?)</li></ul>	<input type="text" value="Phone* (111) 111-1111"/>
<input type="text" value="Nextgen Family Practice"/>	<input type="text" value="Type* Mobile"/>

By creating an account, I accept my health care provider's [Notice of Privacy Policy](#) and [the Terms & Conditions](#).

Enter Portal

**Step 3:** Once you have verified your Zip Code and DOB, you will then be prompted to create a Username, Password, Secret Question and Answer.

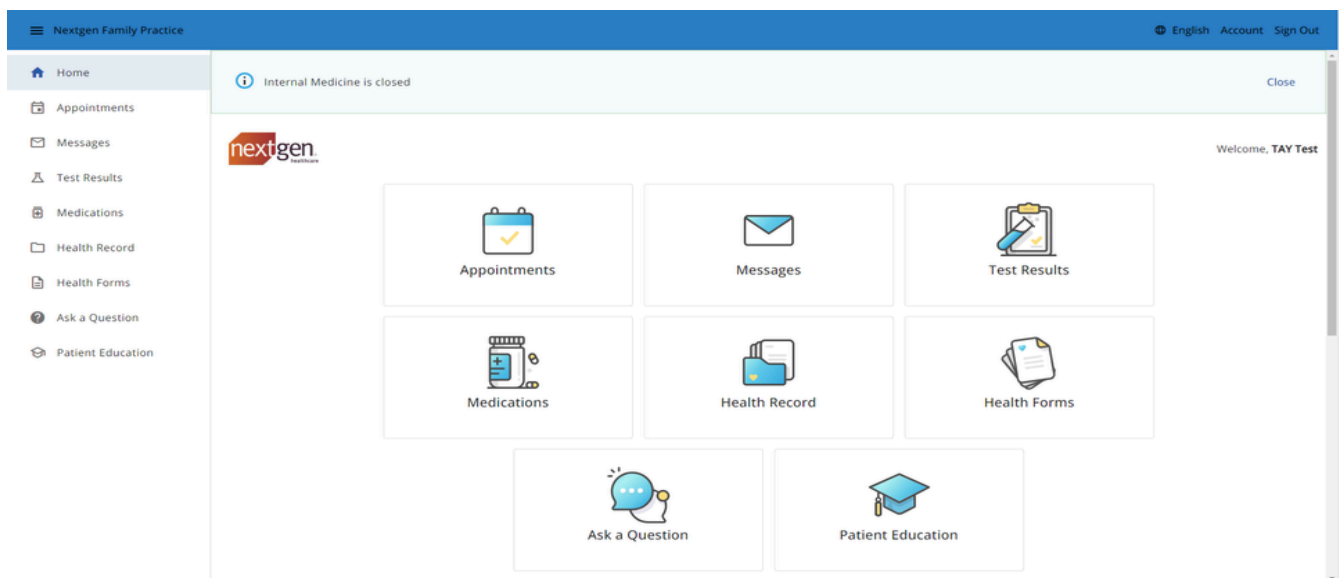
**(Note:** Please Recall the Secret Question and Answer you select as this will allow you to reset your password without needed to call your Health Care Provider)

The screenshot shows the patient portal interface. At the top, there is a navigation bar with the text "Nextgen Family Practice" on the left and "English Account Sign Out" on the right. Below the navigation bar is a sidebar menu with options: Home, Appointments, Messages, Medications, Health Record, Health Forms, Ask a Question, and Patient Education. The main content area features a "Welcome, TRaining Test" message and several service tiles: "Internal Medicine is closed" (with a close button), "Medications", "Health Record", "Health Forms", and "Ask a Question". A white dialog box is overlaid in the center, titled "Just one quick thing". The dialog box contains the text: "We need to confirm something. By clicking OK, I agree to my provider's [Notice of Privacy Policy](#) and [the Terms & Conditions](#)." At the bottom of the dialog box are "Cancel" and "OK" buttons.

**Step 4:** In order to Use Portal to its Fullest functionality you must select okay to your Health Care Providers Notice of Privacy Policy.

*Enjoy using your New Patient Portal Account to communicate and interact with your Health Care Provider!*

## Getting to Know Your Patient Portal Icons



**Portal Broadcast Messages:** Where your Practice places important updates (i.e. Upcoming Office Closures, New Functionalities in the Portal, or any Staff Changes that could impact your healthcare)

**Appointments:** This icon is where you will find your upcoming and past appointments with your Health Care Provider, as well as request new appointments. **(This may not appear in your portal and you should precede to schedule appointments by calling your health care provider)**

**Messages:** This is where you will find all incoming correspondence from your health care provider to you ( i.e. your welcome message, any response to your Ask a Questions, or Documents your Health Care Provider may send to your portal)

**Test Results:** This icon allows for you to see the test/lab results that have been signed off by your Health Care Provider since the day the day this Icon has been turned on for your Medical Practice. (For example: If you saw the Icon Appear on 2/10/24 it will only fetch test results from 2/10/24 to present day)

**Medications:** This icon allows for you to see your current and inactive medications, if your health care provider allows you will also be able to request refills on your medications from the Patient Portal.

**Health Record:** This icon will allow you to receive Continuity of Care Documents (CCD's), which is basically your virtual visit summary. Within this area you will also be able to request complete health records, which will pull over data for every visit you have had with this medical practice. (Note: CCD's also contain Lab Results and is another way you can view historical labs On Demand)

If you need a Copy of your Medical Record that has been signed off by your provider Please reach out to your Health Care Provider.

**Health Forms:** This icon will give you access to pertinent forms that your Health Care Provider may ask you to fill out prior/ during you office visit.

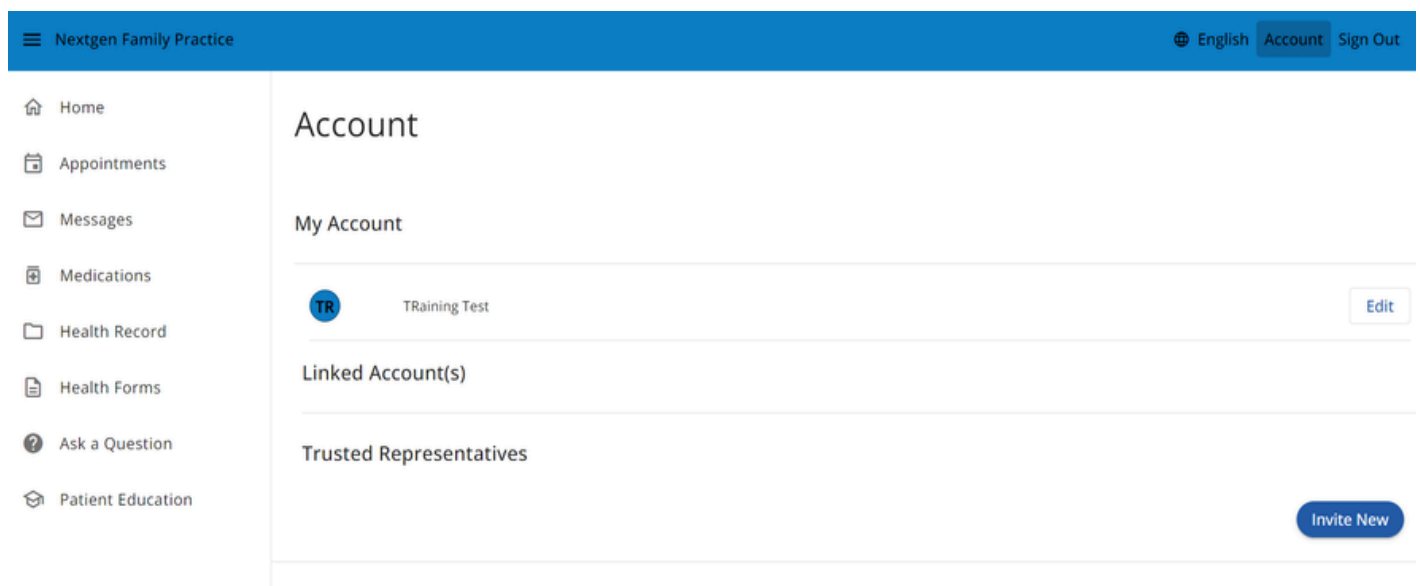
**Ask a Question:** This icon will allow you to send questions to your Medical Practice without having to call. This is especially useful for questions that may need to be asked after hours. **(Note: This icon is not for medical emergencies, if you are having a medical emergency or need a response sooner than 24hrs please call 911 or contact your medical practice during business hours)**

**Patient Education:** This icon will redirect you to MedlinePlus which can provide you with Validated health information on your new diagnosis or health condition. (This is similar to the pamphlets you may receive in office)

It can also provide information on:

- Why your provider may have ordered a certain lab
- The use of many drugs or supplements
- Your Genetic Conditions
- Healthy Recipes recommended for your new Diagnosis

If you are still uncertain of how to use the portal or what you are able to use the portal for please contact our office and we can aid in simplifying your Patient Portal experience.



The screenshot shows the 'Account' page in the Nextgen Family Practice patient portal. The top navigation bar is blue and contains the text 'Nextgen Family Practice' on the left, and 'English', 'Account', and 'Sign Out' on the right. A left-hand sidebar menu lists various portal features: Home, Appointments, Messages, Medications, Health Record, Health Forms, Ask a Question, and Patient Education. The main content area is titled 'Account' and includes sections for 'My Account' (with a profile card for 'TRaining Test' and an 'Edit' button), 'Linked Account(s)', and 'Trusted Representatives' (with an 'Invite New' button).

The Account Button will allow you to make edits to your Demographic Information as well as add new Trusted Representatives to your Portal Account.

Nextgen Family Practice English Account Sign Out

Home Appointments Messages Medications Health Record Health Forms Ask a Question Patient Education

### My Account

Profile Security Preferences Account Activity

First name\* TRaining Last name\* Test

Date of birth  
 January 01 2001

Race\* Choose one Ethnicity\* Choose one

What sex were you assigned at birth on your original birth certificate?  
 Female  
 Male  
 Decline to answer  
 Undifferentiated

What is your current gender identity?  
 What is your sexual orientation?

Contact information

Mobile phone (111) 111-1111 Address\*  
 Home phone Address (second line)  
 Work phone City\*  
 State New York ZIP code\* 12345

## By Selected Edit:

You will be able to change your Contact Information (i.e. Phone Numbers and Address)

**(Note: If you need to change your First Name, Last Name or Assigned Birth Sex, please contact your Health Care Provider)**

Nextgen Family Practice English Account Sign Out

Home Appointments Messages Medications Health Record Health Forms Ask a Question Patient Education

### My Account

Profile Security Preferences Account Activity

#### Change your security settings

Email address tarose@nextgen.com Change

Password \*\*\*\*\* Change

User name TRaining2858 Change

Security question  
 What was the name of your first pet? Change

[Back](#)

nextgen

## Under the Security you will be able to edit your:

- Email Address
- Password
- Username
- Security Question and Answer

Nextgen Family Practice English Account Sign Out

Home  
Appointments  
Messages  
Medications  
Health Record  
Health Forms  
Ask a Question  
Patient Education

## Invite Trusted Representative

### Account Details

Complete the following information to give a trusted representative access to your patient portal and we will send them an invite link via email.

First name \* Last name \*  
Email Address \* Relation to You \*  
Spouse

### Manage Access

Control what this trusted representative can see and do throughout your patient portal.

View and perform actions  View only  Manage access per category

### Health information authorization

[... View Details](#)

I confirm that I have read and understand I am authorizing access to my protected health information

Cancel [Send Invitation](#)

### When inviting new Trusted Representative you will need:

- First Name, Last Name
- Email Address

You will also be able to Manage what they can view in your portal Account as a trusted Representative.

We hope this aids you in using our Practice's Patient Portal, if you have any questions please contact our office during business hours.

*This is a Portal Broadcast Message*