

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 hospital provider.

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How to Sign Up

You received an email with a link to the NextGen® Patient Portal from your healthcare provider. To enter the Portal, follow this link. Review the Terms and Conditions, then click, "I Accept."



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Next, enter the security token you received from your healthcare provider, as well as your email address, and click "Submit."



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If this is your first time using the Portal, click "Enroll Now" to create your user name and password. If you are an existing user and already have a user name and password, enter it, then click "Log In."



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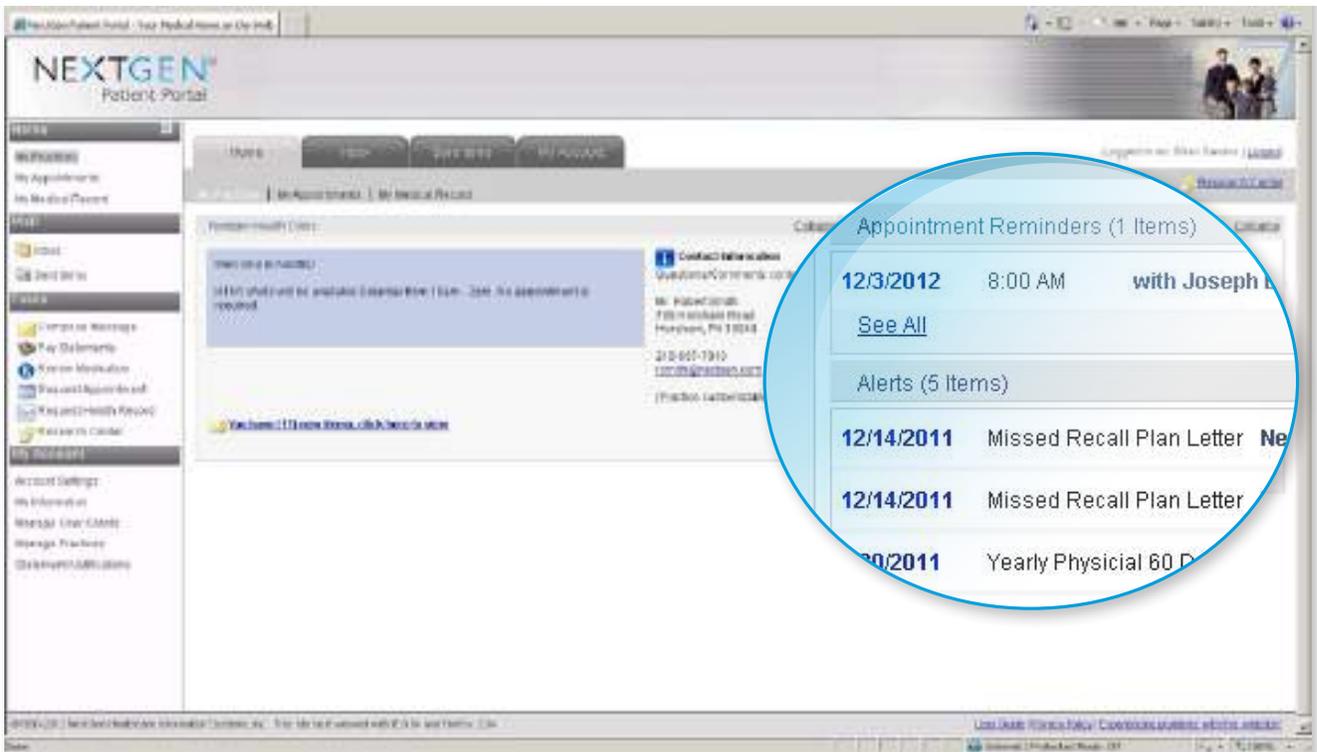
Finally, answer a security question, and then click "Submit."



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Congratulations! You're in the Portal.

From your "Greeting" screen, you can see your reminders and alerts in the right-hand navigation bar. From here, you can access messages from your healthcare provider.



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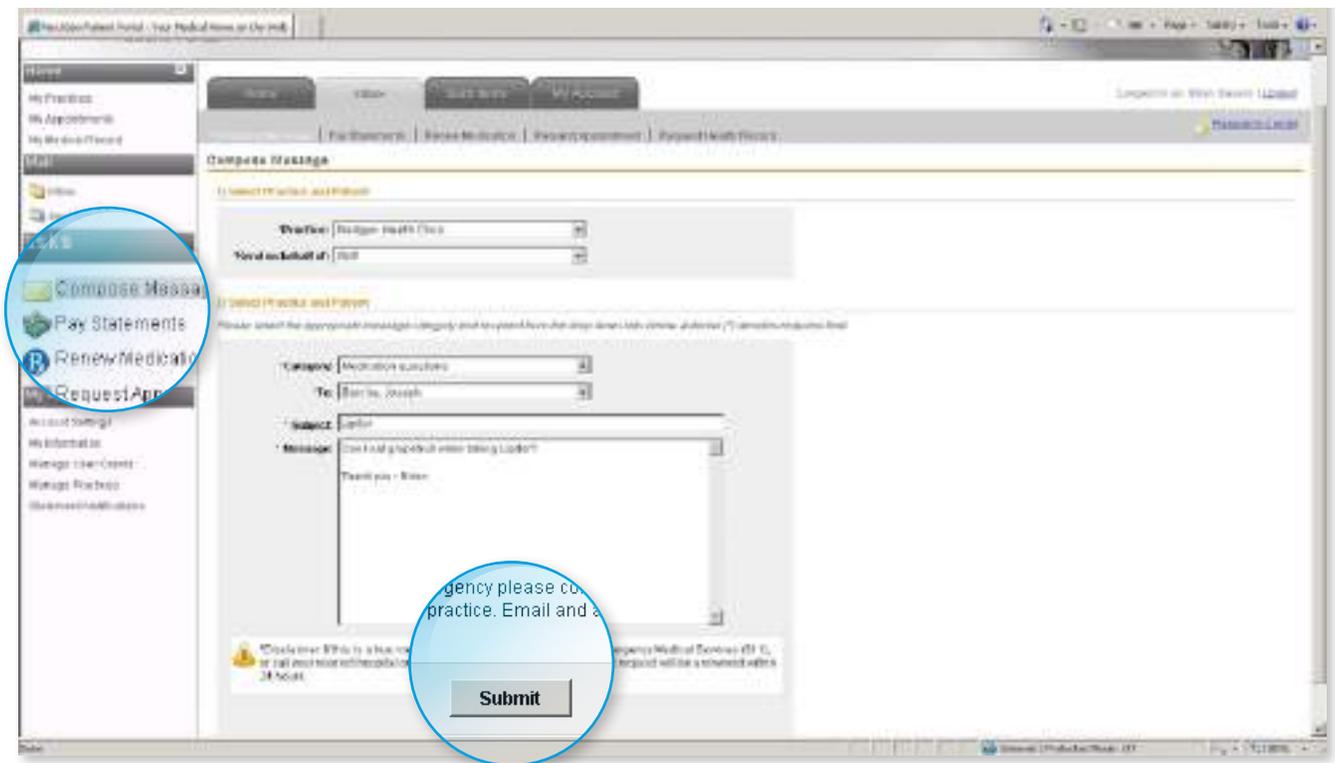
Please note: when a new message is available in the Portal, you will also receive an alert sent via text or email to the personal account of your choice. To set up or change the type of notification you receive, in the left-hand navigation bar, under "My Account", click "My Information." From here, you can set your preferences.



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How to Send a Secure Message

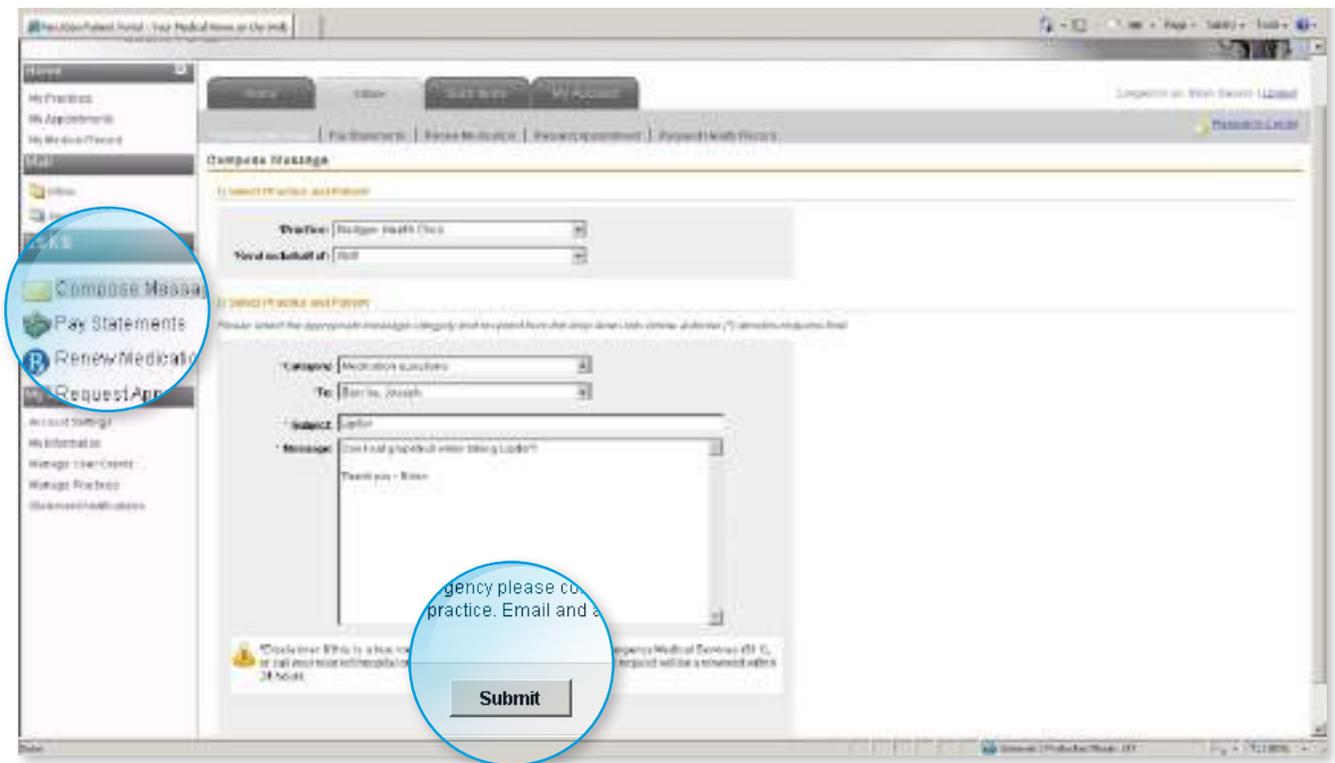
In the left-hand navigation bar, under "Tasks", click "Compose Message." Fill in your message just as you would with other common email applications and click "Submit." Replies from your healthcare provider will appear in your inbox.



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How to Make and Confirm an Appointment

In the left-hand navigation bar, under "Tasks", click "Request an Appointment." Select your parameters. Click on "Address" to view your healthcare provider's location(s) on a map. When you are finished entering your information, click "Submit."



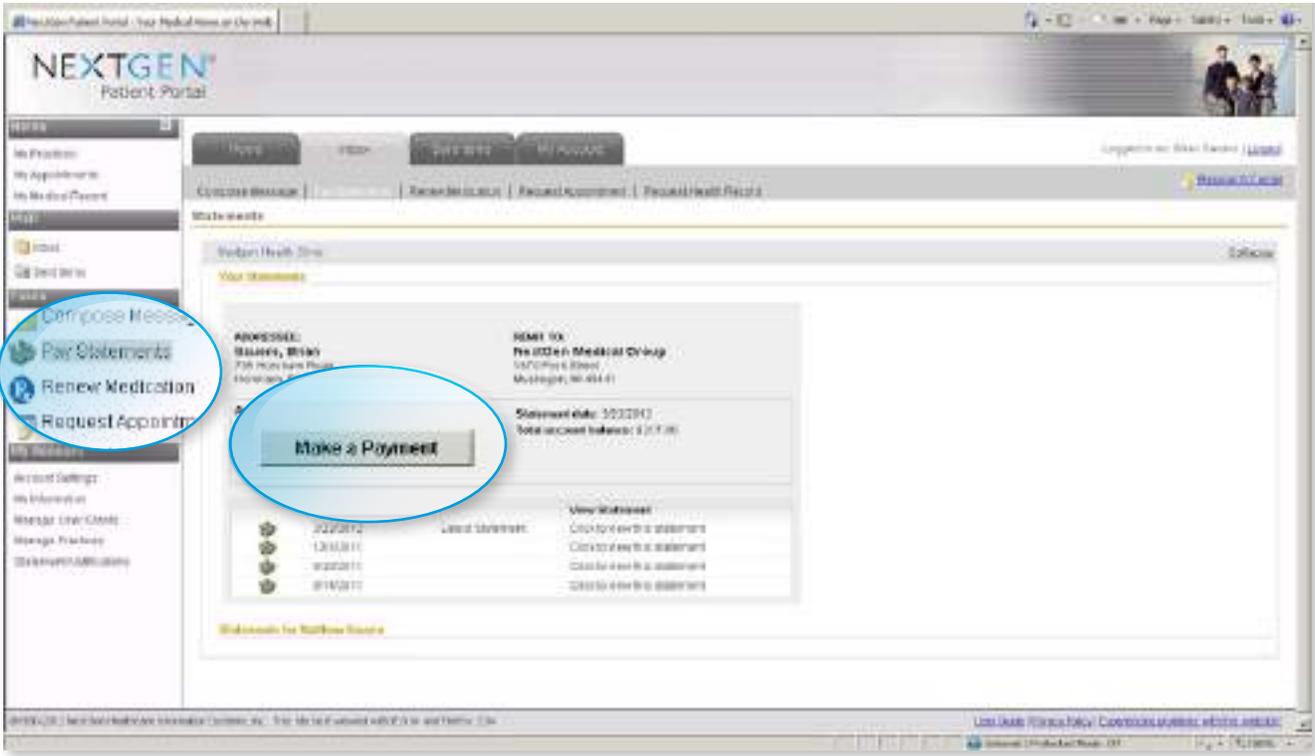
Please note: On your home screen, and in your Portal inbox, you will receive an appointment confirmation alert.



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How to Make a Payment

From the left-hand navigation bar, under "Tasks", click "Pay Statement." Enter your payment information and click "Make a Payment." Once you successfully submit your payment, a confirmation screen will appear. You can print a receipt, if desired.



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How to Renew Medication

From the left-hand navigation bar, click "Renew Medication." You will see all active medications prescribed by your healthcare provider. Fill in your medication information, and click "Submit."

MyGen Patient Portal

Renew Medication

Request Appointment

Account Settings

My Information

Manage User Profile

Manage Practice

Download My Health Record

Select Medication

Select the medical practice that prescribed the medication you want to renew.

Selected Medication(s):

- LIFORAL EXPOSURE IN CALCIUM 30 + VIOXY TABLET 150MG 1 - 1/2 TABLET

[Select Different Medication](#)

Select Pharmacy

Select the pharmacy you wish to purchase the refill.

Selected Pharmacy:

PHARMACY NAME: CVM PHARMACY - 20000 LAWRENCE
Address: 201 JONES LAKE RD
CROSSLAKE, GA 31012
Phone Number: (706) 280-8200
Fax Number: (706) 280-1234

[Select Different Pharmacy](#)

Select Dosage

Select Product and Amount (Enter medication name)

Frequency: Interval of Ongoing Medication

Schedule: Daily - 1/2 Tablet

Comments: 1/2 Tablet Supply

Submit

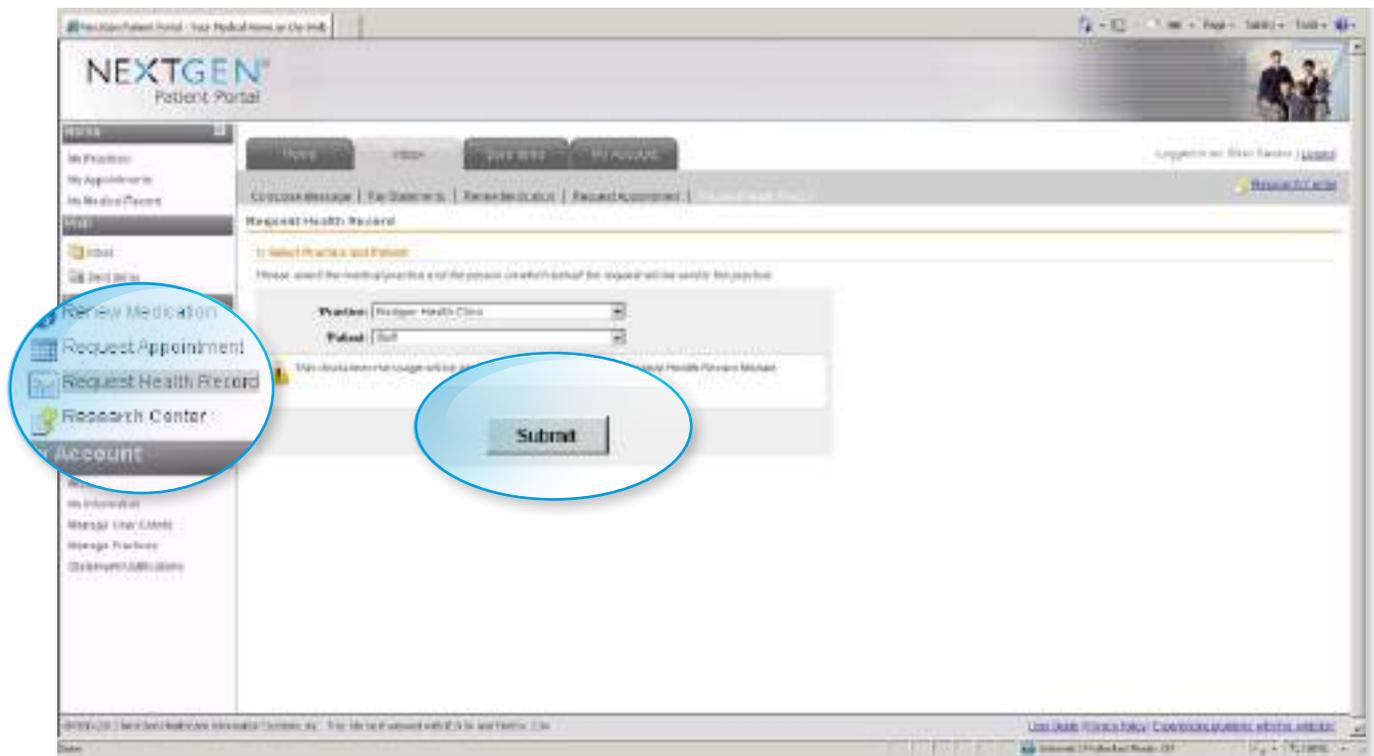
*Check that this is a full medical prescription. Medical Devices (D, C, or I) are not needed. 24 Hours.



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How to Request a Health Record

From the left-hand navigation bar, under "Tasks", click "Request Health Record." Enter your information and click "Submit."



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You will receive your record via the "My Medical Record" tab in the left-hand navigation bar. From here, you can export your record.

The screenshot displays the NextGen Patient Portal interface. On the left, a navigation bar is visible with the 'My Medical Record' tab highlighted. The main content area shows a 'Continuity of Care Document (C32)' for a patient named Brian Seaver, created on September 20, 2011. The document includes patient information such as address, birth date, and sex. A 'Table of Contents' section lists various medical history categories like Exams, Problems, Family History, and Medications. A 'Payers' link is also present at the bottom of the page.

Continuity of Care Document (C32)
Created On: September 20, 2011

Patient: Brian Seaver 395 Horizon Road Horsham, PA, 19044 tel: +1-2156577601	MRN: 1248
Birthdate: January 27, 1959	Sex: Male
Guardian:	Next of Kin:

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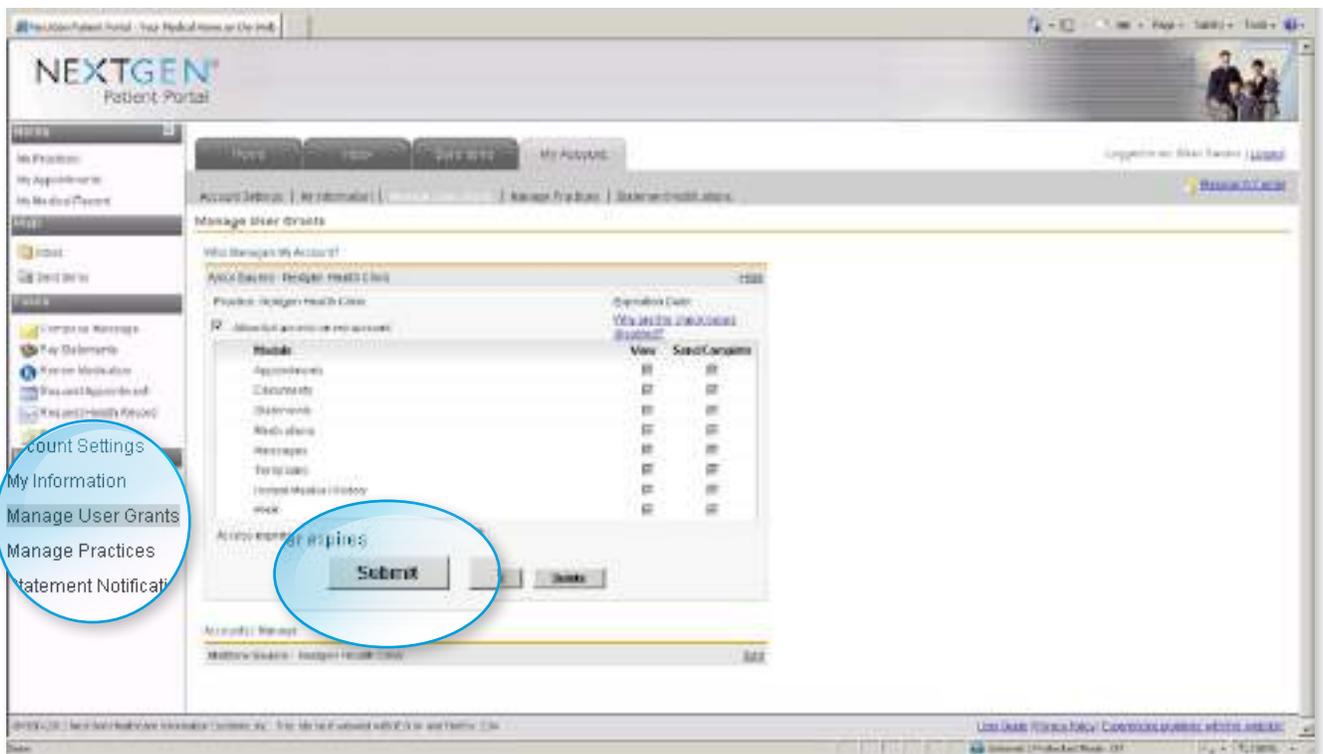
- [Exams](#)
- [Problems](#)
- [Family History](#)
- [Social History](#)
- [Allergies, Adverse Reactions, Abits](#)
- [Medications](#)
- [Immunization](#)
- [Events](#)
- [Vital Signs](#)
- [Procedures](#)
- [Examiners](#)
- [Advance Directives](#)

[Payers](#)



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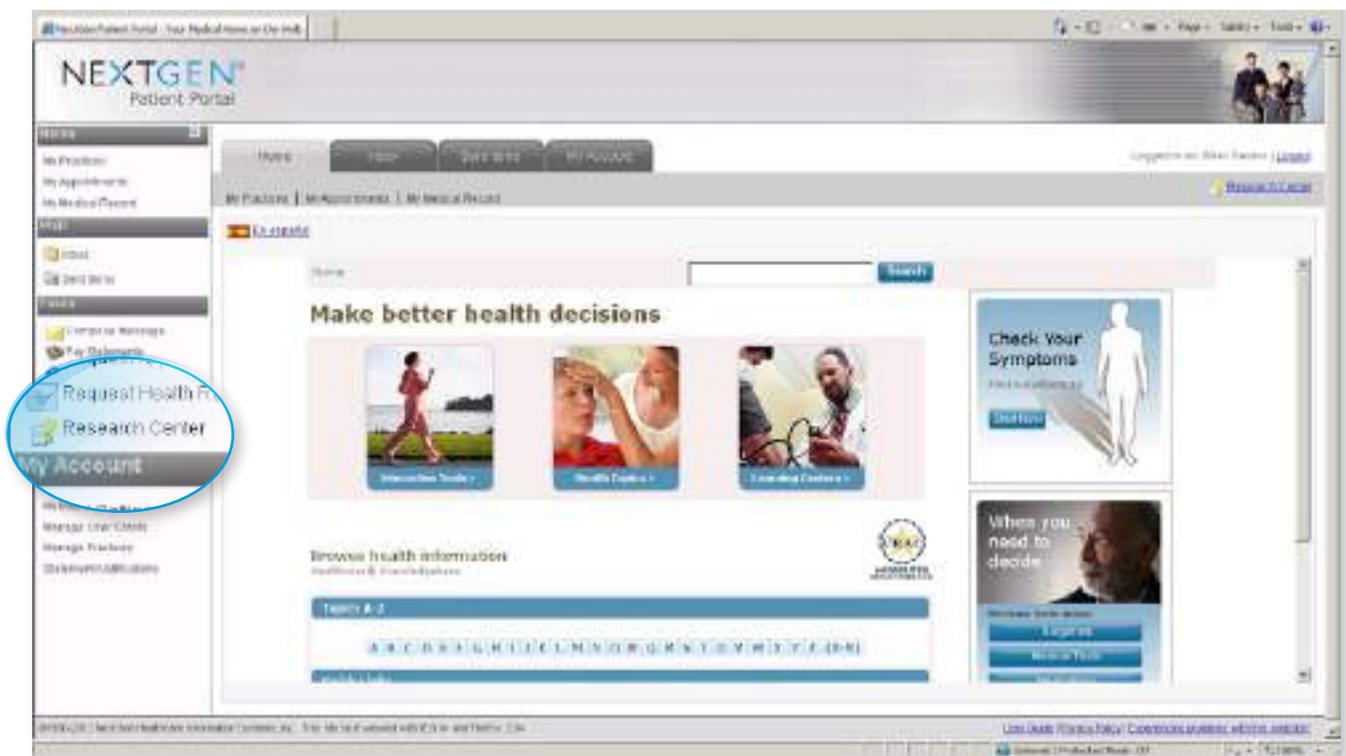
If you are a parent or guardian, you can request a record for your dependent. In the left-hand navigation bar, under "My Account", click on "Manage User Grants." Enter your information, and click "Submit."



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How to Access the Research Center

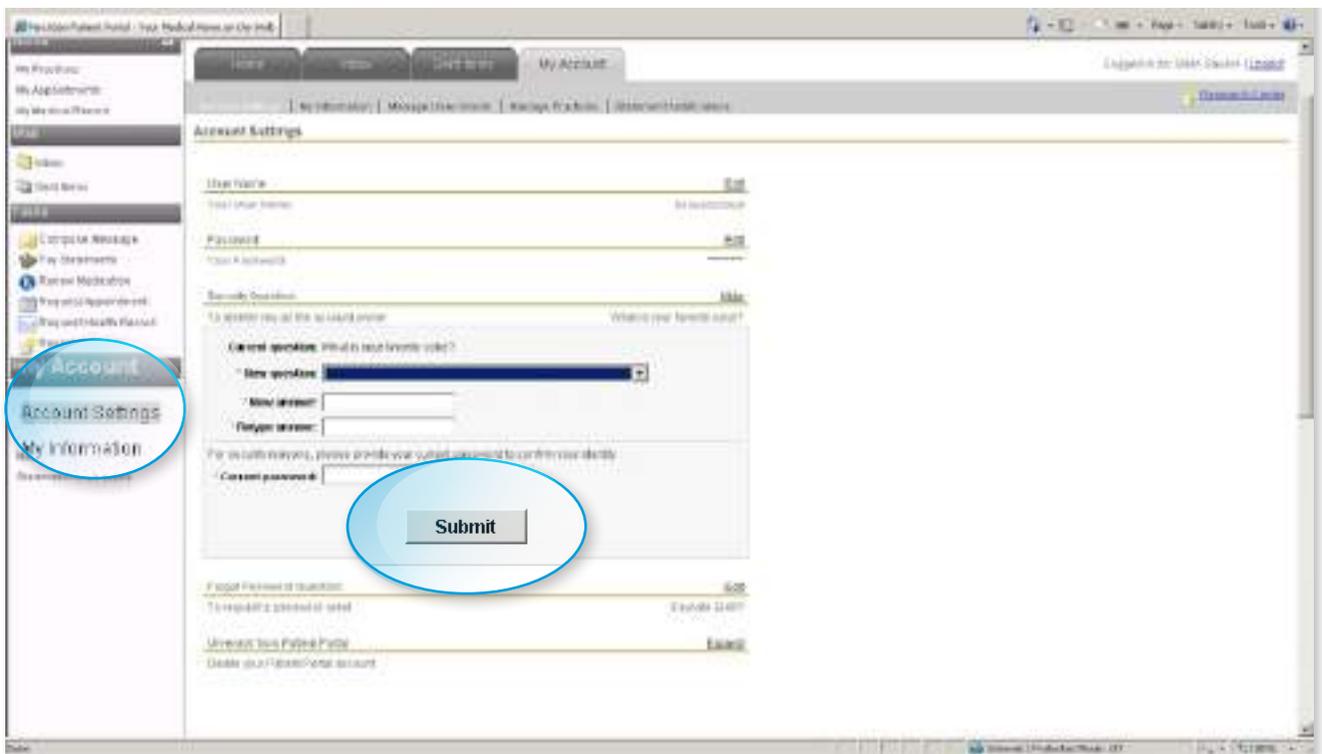
From the left-hand navigation bar, under “Tasks”, click “Research Center.” From here, access health-related information where you can search by topic of interest.



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How to Change your Account Settings

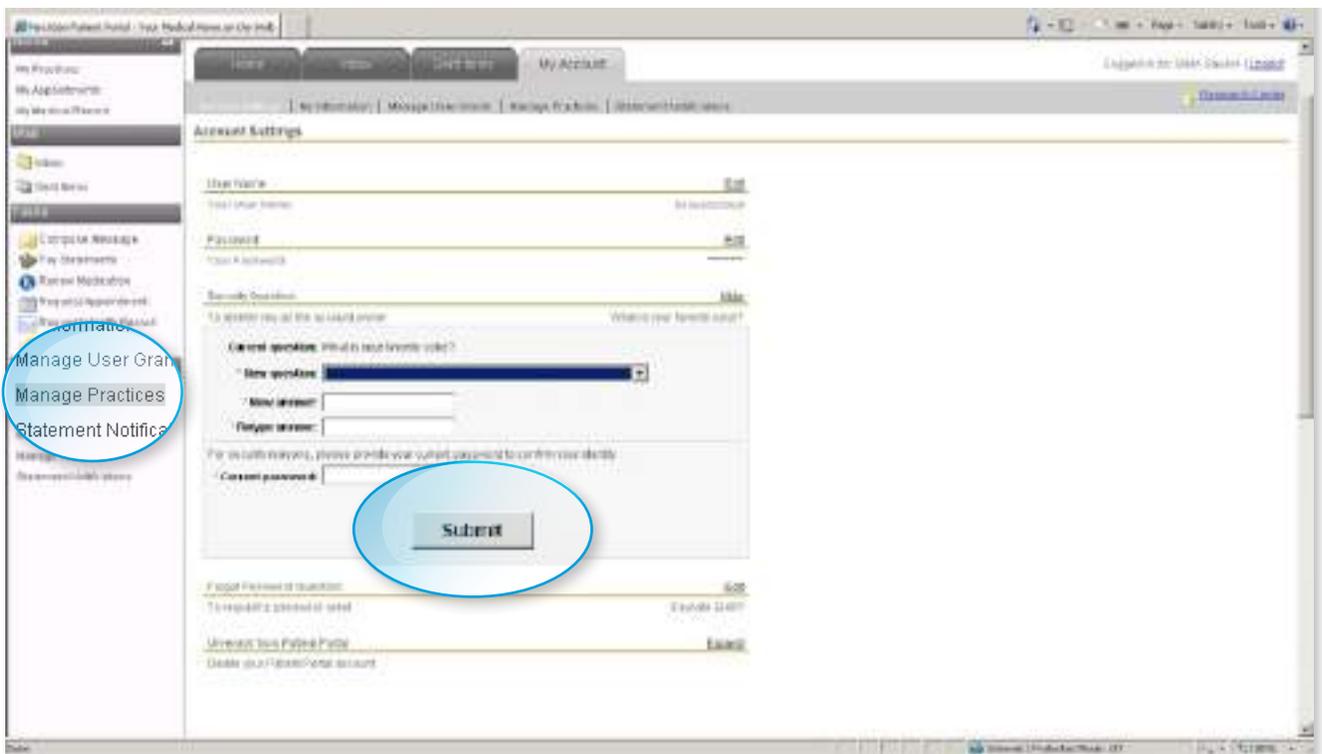
From the left-hand navigation bar, under "My Account", click "Account Settings." From here, you can change your user name, password, security question, and more. When finished, click "Submit."



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How to Manage your Practices

Your Portal account can link to all your participating healthcare providers using the same NextGen Patient Portal website. In the left-hand navigation bar, under "My Account", click "Manage Practices." Enter your security tokens from each healthcare provider, along with your email address, and click "Submit."



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NextGen® Patient Portal

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