# Welcome to the **Patient Portal!**

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You're about to find out just how **easy** it can be **to communicate** with your healthcare provider, **schedule** and request 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.

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# How to Self-enroll in the Portal

Navigate to the NextGen<sup>®</sup> Patient Portal website provided by your practice. Click the "Enroll Now" Button to get started.

Velcome to Patient Portal, your medical home on the Web. With Pat	English ient Portal, you can connect with your doctor through a convenient, safe, and secu environment.
Already a member?	New Here?
Welcome! Please note that the user name and password fields are constitute and the password must contain at least one num User Name Password Password Need help with your user name and password? LOG IN	Register below! See New to Patient Portal? Have an enrollment token? Exchange secure messaging with Reguest medication renewals Request appointments Access your health record
Lam not. Your security is important. We use technology to encrypt, safeguard,	ENROLL NOW



# How to Self-enroll in the Portal

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





# How to Self-enroll in the Portal

Using the link provided by your practice, complete the screens below as prompted. Create a username and password and click "submit" to send securely to your practice for approval. If your practice chooses, you can also request an appointment at this time.

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Address 3:			
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* Phone number (1234567890)	Phone Extension:		
MM/DD/YYYY			
* Email Address:	* Confirm Email Address:		
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# Add insurance and address information

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

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PatientPortal		
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Group name:		
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Country:		
United States		
Phone number:		
Васк	NEXT SCHEDULE AN APPOINTMENT	CANCEL



#### 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.

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1) Create Username and Password			
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* Password:			
	Password must be betweer a combination of letters, no and is case sensitive.	6-20 characters which can be umbers and special characters	
* Retype Password:			
<ol> <li>Create Security Question</li> <li>Choose a login security question and enter your answer. To question when you try to login to your account. Asterisk (*)</li> </ol>	his question will be used as denotes required field.	part of the login authorization process. You w	ill be prompted to enter the answer for your selected
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3) Create Password Recovery Credentials			
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BACK	EDULE AN APPOINTM	IENT COMPLETE ENROLLMENT	CANCEL
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# Portal Login

If this is your first time using the Portal, click "Enroll Now" to create your username and password.

elcome to Pati	ient Portal, your medical home on the Web. With Patient P envir	English ortal, you can connect with your doctor through a convenient, safe, and see onment.
	Already a member?	New Here?
	Welcome!         Please note that the user name and password fields are cose sensitive and the password must contain at least one number.         User Name         Password         @ Need help with your user name and password?	Register below! New to Patient Portal? Have an enrollment token? Exchange secure messaging with Request medication renewals Request appointments Access your health record
	Lam not receivin	ENROLL NOW



# 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."





# How to Complete Enrollment

Enter the security token provided by your provider's office. Enter your date of birth. Enter your email address and click "Submit."

If you do not have an email address, select the I do not have an email address check box and type your last name in the Enter last name field that displays.

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Patientpor	tal	20	TETHCAR
	Submit your enrollment validation		
	A 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.		
	Please enter your security token, date of birth and your email address. Once security token, date of birth and email address have been validated, you will be able to create your Patient Portal account. Asterisk (*) denotes required field.		
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	* Enter date of birth: MM/DD/YYYY		
	* Enter email address:		
	I do not have an email address		
	Submit Cancel		
		- C	
996-2015 NextGen Healthcare Int	formation Systems, LLC	Site Map   Privacy Policy	English



#### Username and Password

Create your username and password. Create your login security information and password recovery credentials. Click "Submit."

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# 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 <sup>®</sup> Patient Portal			
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# Congratulations! You're in the Portal

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

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### 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."





## 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.

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*Practice: Las Vegas Family Practice									
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#### 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."

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### 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.





#### 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.

#### Search Home **Diabetes: Giving Yourself an Insulin Shot** Introduction If you have type 1 diabetes—or if you have type 2 diabetes and other diabetes medicines are not controlling your blood sugar—you have to take insulin. If you have gestational diabetes, you may need to take Media Gallery (7 pictures) insulin if diet and exercise have not been able to keep your blood sugar levels within your target range. With little or no insulin, sugar (glucose) in the blood cannot enter your cells to be used for energy. As a result, the sugar in your blood rises above a safe level. When your blood sugar rises past about 180 mg/dL, your kidneys begin to release sugar into the urine, which can make you dehydrated. If you are dehydrated, your kidneys make less urine, which means your body can't get rid of extra sugar. This is when blood sugar levels rise. Learn 4 ٠ Taking insulin can prevent the symptoms of high blood sugar and emergencies such as diabetic ketoacidosis (in type 1 diabetes) and hyperosmolar coma (in type 2 diabetes). Insulin also can help lower blood sugar, which can prevent serious and permanent complications from long-term high blood sugar The three most important elements of success in giving insulin injections are: Making sure you have the right dose of insulin, especially if you are giving two types of insulin in the same syringe · Practicing how to give your injection. \* Storing the insulin properly so that each dose will work effectively. How To Your health professional or certified diabetes educator (CDE) will help you learn to prepare and give your insulin dose. Here are some simple steps to help you learn this task. Get ready To get ready to give an insulin injection, follow these steps. 1. Wash your hands with soap and running water. Dry them thoroughly. 2. Gather your supplies. Most people keep their supplies in a bag or kit so they can carry the supplies wherever they go. • You will need an insulir ge, your bottle (or bottles) of insulin, and an alcohol wipe or a cotton ball dipped in alcohol. If you are using an insulin pen, you will need a needle that works with your pen. If the pen is reusable, you may need an insulin cartridge. You may also need an alcohol swab. 3. Check the insulin bottle or cartrido When you use an insulin bottle for the first time, write the date on the bottle. On the 30th day after opening, throw away the bottle with any remaining insulin. Insulin may not work as well after 30 days of use. . On a reusable insulin pen, note the date you started using the pen. Reusable pens expire (for example, after several years). · Check that a disposable pen's insulin has not expired. This date is usually printed on the pen's label.



## 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."

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



#### Manage Practices

In the top navigation bar, choose "Settings" and click "Manage Practices." You can enroll in additional practices by entering your security token, date of birth, and email. If you don't have an email, select the I do not have an email check box and then type your last name.

						1	VEXT	GEN
Patientportal	HOME	MAIL	SCHEDULE	MY CHART	PAYMENTS	RENEW MEDICATIONS	RESEARCH	SETTINGS
Welcome Mary Lynn O'Connorl Last logged in: 3/20/2015, 12:15 PM								Log Out
Manage your practices								
You are currently enrolled in the following practices :								
Las Vegas Family Practice Unercoll me from the practice								
Enroll to the additional practice:								
Peace entry your recordly token, date of birth and your email address. Once security token, date of birth and email address have been validated, you will be able to create your Patient Portal account. Attentix (1) denotes required field.								
"Enter security token: Withat is security taken."								
* Enter date of birth: (may boy www								
"Enter email address:								
I do not have an erral address								
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#### Go Paperless

In the top navigation bar, choose "Settings." Choose "Statement Notifications." To receive online-only statements, click "Submit."







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