### **Viewing Communications from the Provider**

Click on your portal "Inbox" to view messages and documents that have been sent to you.

### **Renewing Medications**

Click on "Renew Medication" to view a current list of your medications and request refills.

### **Requesting an Appointment**

Click on "Schedule" and "Request Appointment." Select the provider, type of visit, location and the preferred date and time of your appointment.

### FAQ

# *Can my family access the Online Patient Portal?*

Yes, you can give family members, such as parents, children or healthcare proxies, access to the Online Patient Portal. Please contact your physician's office to add members.

# Is my information safe?

Yes. Passwords are encrypted and the webpages are designed so that the information cannot be copied and pasted. You and authorized family members are the only ones who can access your Online Patient Portal. Also, a timeout feature protects your information if you leave the page open.

# What if I ever have technical problems with the Online Patient Portal?

For username or password questions, contact your physician's office.

For technical questions, contact the Information Technology Help Desk at (208) 625-5555.



2003 Kootenai Health Way Coeur d'Alene, Idaho 83814 kootenaiclinic.org

Kootenai Health complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

Language assistance services, free of charge, are available to you. Please call 1-877-746-4674.

Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-877-746-4674.

Ako govorite srpsko-hrvatski, usluge jezičke pomoći dostupne su vam besplatno. Nazovite 1-877-746-4674.

# Online Patient Portal: NEXTGEN® HEALTHCARE





# What is the Online Patient Portal?

The Online Patient Portal, Next MD, is a convenient and secure health management tool you can use anywhere you have access to the Internet. Through the Online Patient Portal, you can:

- Communicate with your provider through a safe and secure environment
- Request and review documents such as lab results, immunization records and visit summaries
- View your medications and request refills
- Request and view your appointment online
- Utilize the "Research Center" to browse health related information

## **Steps to Get Started**

- □ 1. Log onto: www.NextMD.com
- 2. If you are logging in for the first time, click on the "Enroll Now" button. You will be prompted to enter your token and setup your new account.

#### Token Number

□ 3. To log in on future visits go to: www.NextMD.com



A fraud alert screen will appear and you will be prompted to answer a security question.

<u>i</u> swe	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.		
	What is your pet's name?		
	Submit		

### **Using the Research Center**

Click on the "Research Center" to search for information on medications, health topics, and other educational tools.



# **Requesting Your Health Record**

Click on "My Chart" and "Request Health Record" to request a record of all of your health history including a list of medications, immunizations, allergies, and much more. A printable version of your records will be sent to your portal "Inbox".



# **Composing Your Communications/Requests**

Click on "Mail Tab" to communicate with your doctor and request documents such as lab results, immunization records and visit summaries.

	nbox	Compose an Email
1) Select Practice and Pa	stient	
*Practice:	TEST Practice	~
Select Message Categ Please select the approprie	ory and Recipient ate message category and recipient from the	drop down lists below. Asterisk (*) denotes required ;
*Category:	Medical Question	×
* Subject:		
" Message:		^
		~
*Disclaimer: If th your nearest ho	is is a true medical emergency please conta spital or medical practice. Email and appoin	act your Emergency Medical Services (911), or call tment request will be answered within 24 hours.
	Submit	