
NextMD[®]
Patient Quick Reference Guide

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Welcome to NextMD

Thank you for signing up with our NextMD Web site. As a new NextMD patient, we would like to welcome you to a healthcare Web-based application that enables you to communicate with your providers.

Enrolling in NextMD

You must first contact your practice to enroll in NextMD. The practice begins this process by asking you for your name, address, phone number, and e-mail address. The practice enters your information into the application and provides you with an eight-digit token number, which is your access to the NextMD Web site. The practice sends you an email containing a link to their NextMD Web site.

Note: The token number provided by your practice expires after 30 days. If you have not enrolled in NextMD within this period, you must contact your practice to have them generate a new token number.

Use the link in the enrollment email sent by the practice to access the Web page for enrollment. A confirmation email is sent to notify you when you have successfully completed the enrollment process.

My Health Section

The My Health section displays when you have successfully completed the enrollment process. Use the links on the left side of the page to navigate through the NextMD Web site.

Note: Anytime a practice responds to a request, an email, or if they upload a document or forms to your NextMD account, they send an appointment request, secure message, medication renewal, or uploads a document or forms, a notification is sent to your email address.

The screenshot shows the 'My Health' section of the NextMD web application. At the top, it says 'powered by NextMD'. Below that, it indicates the user is logged in as 'William Doe' with a 'Sign Out' link. The left sidebar contains a navigation menu with the following items: 'My Account' (with a sub-menu for 'Manage your online account information', 'My Account', 'Online Profile', and 'Manage Practice Accounts'), 'Appointments', 'Documents', 'Statements', 'Medications', 'Secure Messages', 'Online Forms', and 'Interactive Medical Forms'. The main content area shows a message from the medical practice, 'NEXTGEN MEDICAL PRACTICE: Welcome to NextMD !!!!'. Below this, it lists 'You have the following new items:' with icons and counts for each category: Appointments, Documents -- (1 New), Statements, Medications -- (1 New Reply), Secure Messages -- (7 New), Online Forms -- (3 New), and Interactive Medical Forms -- (2 New). A pink callout box at the bottom left of the screenshot states: 'These links provide access to the various functions in the My Health section of NextMD.'

My Account

The My Account section enables you to view and update different parts of your account. Click the **My Account** link to display the online account functions.

Online Profile

The online profile feature enables you to update your user name, password, security question, and forgot password question. Click the **Online Profile** link to display your online profile.

Practice Accounts

When you complete the enrollment process with a practice, a NextMD account is set up with that practice. You can add additional medical practices after you have completed your initial enrollment.

Adding Another Practice to Your Account

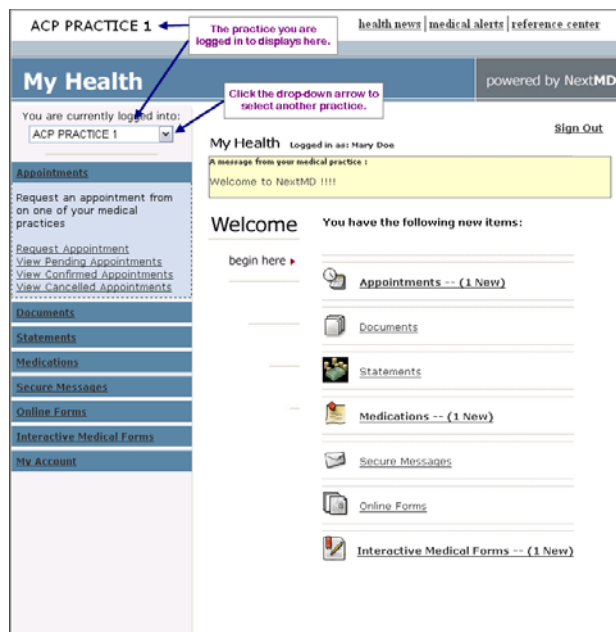
After contacting the practice that you want to add to your NextMD account, the practice sends a new enrollment notification email containing a link to their NextMD Web site.

To add another practice to your account, click the **Manage Practice Accounts** link, enter the token number and email address, and then click the **Submit** button.

Note: Contact the practice to obtain a token.

Selecting a Practice from Your Practice Accounts

If you have signed up with multiple practices, you can switch between the practices only after you have accessed each additional practice for the first time. Click the drop-down arrow to select another practice.



Appointments

Click the Appointments link to request an appointment, respond to a suggested appointment, cancel appointments or view pending, confirmed, or cancelled appointments.

My Health powered by NextMD

You are currently logged into: NEXTGEN MEDICAL PRA/ [dropdown]

Practice Contact Information

My Account

Appointments

Request an appointment from on one of your medical practices

Request Appointment
View Pending Appointments
View Confirmed Appointments
View Cancelled Appointments

Documents

Statements

Medications

Secure Messages

Online Forms

Interactive Medical Forms

Request Appointment

Enter the appointment details below.

You are logged in as: William Doe (Sign Out)

Request Appointment

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

Please select your provider, the appropriate appointment category and desired location from the drop down lists below.

Denotes required field

*Select Provider/Group: Smith, Dr. [dropdown]

*Select Category: Follow-up Appointments [dropdown]

*Select Location: Main Office [dropdown]

Address

Schedulable hours: **Mon:** 9:00 AM - 12:00 PM, 12:30 PM - 5:00 PM
Tue: 8:00 AM - 12:00 PM, 12:30 PM - 5:00 PM
Wed: 8:00 AM - 12:00 PM, 12:30 PM - 5:00 PM
Thu: 8:00 AM - 12:00 PM, 12:30 PM - 5:00 PM
Fri: 9:00 AM - 12:00 PM, 12:30 PM - 5:00 PM

*Reason for Appointment: [text field]

*Priority: Normal [dropdown]

*Make Appointment For: This Week [dropdown]

*Preferred Time/Weekdays: [dropdown] To [dropdown]
 Mon Tue Wed Thu Fri

2nd Preferred/Weekdays: [dropdown] To [dropdown]
 Mon Tue Wed Thu Fri

Submit

Responding to Pending Appointments

When viewing pending appointments, a flag icon next to the appointment indicates the practice sent a response and they are waiting for your response.

My Health powered by NextMD

You are currently logged into: NEXTGEN MEDICAL PRA/ [dropdown]

Practice Contact Information

My Account

Appointments

Request an appointment from on one of your medical practices

Request Appointment
View Pending Appointments
View Confirmed Appointments
View Cancelled Appointments

Documents

Statements

Medications

Secure Messages

Online Forms

Interactive Medical Forms

View Pending Appointments

View Pending Appointments

Provider	Reason for Appointment	Date Requested
Smith, Dr.	Follow-up	10/23/2007
Smith, John	Feeling Lightheaded	10/24/2007
Smith, John	Sore Throat	10/24/2007
Smith, John	Headaches	10/24/2007
Smith, John	Sore Throat	10/23/2007
Smith, Dr.	stomach problems	1/18/2008

The flag icon indicates the practice is waiting for your response.

Click the link in the Provider or Reason For Appointment column to respond to an appointment flagged as Awaiting your response.

- Awaiting your response
 - Pending
 - Confirmed
 - Cancelled

Documents

Documents may include medical records or other types of documents available from your provider. Click the Documents link to view documents online.

My Health powered by NextMD

You are currently logged into: NEXTGEN MEDICAL PRA(▼)

You are logged in as: William Doe (Sign Out)

View Documents

Document Name	Practice Name	Date Sent	Comments
<input type="checkbox"/> Diagnostics	NEXTGEN MEDICAL PRACTICE	11/5/2007	
<input type="checkbox"/> Letter_Missed_App	NEXTGEN MEDICAL PRACTICE	11/5/2007	
<input type="checkbox"/> OPH_Iasikevaluation	NEXTGEN MEDICAL PRACTICE	11/5/2007	

Click this link to view documents that have been sent to your NextMD account.

Click the link in the Document Name column to view a specific document. Then, you have the option to open or save the document to a location that you specify.

Statements

Click the Statements link to display statement online.

My Health powered by NextMD

You are currently logged into: NEXTGEN MEDICAL PRA(▼)

You are logged in as: William Doe (Sign Out)

View Statements

Statement Date	Patient/Guarantor	Amount Due
<input type="checkbox"/> Wednesday, November 28, 2007	Doe, William	\$95.00
<input type="checkbox"/> Thursday, November 08, 2007	Doe, William	\$95.00
<input type="checkbox"/> Wednesday, November 07, 2007	Doe, William	\$95.00
<input type="checkbox"/> Thursday, November 08, 2007	Doe, William	\$95.00
<input type="checkbox"/> Thursday, November 29, 2007	Doe, William	\$95.00

Click this link to view statements.

Click the link in the Statement Date column to view a specific statement.

Medications

Click the Medications link to renew prescription medications and view pending and completed requests.

My Health powered by NextMD

You are currently logged into: NEXTGEN MEDICAL PRA[...]

You are logged in as: William Doe (Sign Out)

Renew Medications

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

This screen allows you to renew existing medications only. If you wish to add a new medication or you do not see one of your medications, please contact your practice using the secure messaging functionality.

Show active medications only

Please select medication(s) from the list below

<input type="checkbox"/>	Prescription Name	Dose	Description	Start Date	End Date
<input type="checkbox"/>	CELEBREX	200MG	Three times a day	10/9/2007	4/9/2008
<input type="checkbox"/>	NEURONTIN	300MG	Take one tablet by mouth daily	1/29/2008	2/11/2008
<input type="checkbox"/>	NEURONTIN	300MG	Take one tablet by mouth daily	10/22/2007	4/4/2008
<input type="checkbox"/>	PREVACID	30MG	Take one capsule by mouth dail	10/9/2007	4/9/2008
<input type="checkbox"/>	SECTRAL	200MG	Take one capsule by mouth twic	10/9/2007	4/9/2008

Select Pharmacy >

(Note: If your preferred pharmacy is not displayed, please click on the "Add New" button to add your pharmacy.)

Only pharmacies with this icon can be updated

Search Results - Total of 5 records returned

Pharmacy Name	Pharmacy Address
<input checked="" type="radio"/> Pavlov Pharmacy	102 Main Street Duluth, GA,
<input type="radio"/> Corner Pharmacy	Atlanta, GA, 9282 Hunky Dorey Ln Atlanta, GA, 30033 P: (404) 555-2999 F: 992
<input type="radio"/> Feeling Svell Pharmacy	3982 Fever Pitch Rd Atlanta, GA, 30033 P: (404) 555-8999 F: 467
<input type="radio"/> Make U Better Pharmacy	29182 Paper Trail Atlanta, GA, 30033 P: (404) 555-2111 F: 982
<input type="radio"/> Shopping Mart Shopping Ctr	

Set as preferred pharmacy.

Add New Enter Reason >

You are logged in as: William Doe ([Sign Out](#))

Renew Medications

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

Prescription Details			
Prescription Name	Description	Start Date	End Date
CELEBREX	Three times a day	10/9/2007	4/9/2008
PREVACID	Take one capsule by mouth dail	10/9/2007	4/9/2008

Pharmacy Details	
Pharmacy Name	Address
Corner Pharmacy	Atlanta, GA.

Specify Category, Provider and Reason

Please select the appropriate medication renewal category and recipient from the drop down lists below.

* - Denotes required field

* Renewal categories: Renewal of Ongoing Medications

* Send the request to: Smith, Dr.

* Reason for request:

Select the applicable information from the drop-down lists.

Enter the reason for requesting the medication renewal.

< Back Submit

Click the submit button to send the request.

Secure Messages

Click the Secure Messages link to send messages to your practice, view and respond to messages from your practice, and view the messages you sent to your practice.

My Health powered by NextMD

You are currently logged into: NEXTGEN MEDICAL PRA

You are logged in as: William Doe ([Sign Out](#))

Practice Contact Information

My Account

Appointments

Documents

Statements

Medications

Secure Messages

Send a secure message to a medical practice

Inbox

Send Message

Sent Messages

Online Forms

Interactive Medical Forms

Send Message

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

Compose Message

Please select the appropriate message category and recipient from the drop down lists below.

* - Denotes required field

* Category: Text results

* To: Smith, John

* Subject:

* Message:

Select the applicable information from the drop-down list.

Enter the subject of your message and then enter the message.

Click this link to send a message to your practice.

Send

Click the Send button to send the message to your practice.

Viewing and Responding to Messages from Your Practice

NextMD enables you to receive messages from your practice and to send responses back to them.

My Health powered by NextMD

You are currently logged into: NEXTGEN MEDICAL PRA[...]

You are logged in as: William Doe (Sign Out)

Inbox

	From	Subject	Date Received
<input type="checkbox"/>	Chris Enduser	RE: Lab Test	11/13/2007
<input type="checkbox"/>	Chris Enduser	RE: Lab Test	11/13/2007
<input type="checkbox"/>	Chris Enduser	RE: Lab Test	11/13/2007
<input type="checkbox"/>	Chris Enduser	Re: Test Results	11/13/2007
<input type="checkbox"/>	Chris Enduser		11/12/2007
<input type="checkbox"/>	Chris Enduser	Lab Results	11/7/2007
<input type="checkbox"/>	Chris Enduser	New Appointment	11/7/2007
<input type="checkbox"/>	Chris Enduser		11/7/2007
<input type="checkbox"/>	Chris Enduser	RE: Lab Test	11/6/2007
<input type="checkbox"/>	Chris Enduser	Test Results	10/8/2007

1 2

Delete

Online Forms

The online forms feature enables you to fill out forms online and send them back to the practice. Click the Online Forms link to submit online forms and view completed forms.

My Health powered by NextMD

You are currently logged into: NEXTGEN MEDICAL PRA[...]

You are logged in as: William Doe (Sign Out)

Pending Forms

	Online Formset Name	Practice Name	Date Sent
<input type="checkbox"/>	New Patient Forms	NEXTGEN MEDICAL PRACTICE	10/27/2007
<input type="checkbox"/>	Update Patient Records	NEXTGEN MEDICAL PRACTICE	11/7/2007
<input type="checkbox"/>	Update Patient Records	NEXTGEN MEDICAL PRACTICE	11/12/2007

Delete

Click this link to submit an online form.

Click the link in the Online Formset Name column to open the form.

Interactive Medical Forms

Click the **Online Forms** link to submit the Instant Medical History (IMH) forms. These forms are used to gather your medical history and diagnostic information prior to your office visit.

The screenshot shows the 'My Health' portal interface. On the left is a navigation menu with links for Appointments, Documents, Statements, Medications, Secure Messages, Online Forms, and Interactive Medical Forms. The 'Interactive Medical Forms' section is expanded, showing a description and two links: 'Pending Forms' and 'Review Completed Forms'. The 'Pending Forms' link is highlighted with a blue arrow and a callout box that says 'Click this link to submit an interactive form.' The main content area shows the user is logged in as 'Mary Doe' and displays a table of pending forms. The table has three columns: 'Questionnaire Name', 'Practice Name', and 'Date Sent'. One form is listed: 'Pre-Employment' for 'ACP PRACTICE 1' on 'Monday, April 16, 2007'. A blue arrow points to the 'Pre-Employment' link in the 'Questionnaire Name' column, with a callout box that says 'Click the link in the Questionnaire Name column to open the form.'

Questionnaire Name	Practice Name	Date Sent
<input type="checkbox"/> Pre-Employment	ACP PRACTICE 1	Monday, April 16, 2007