



Patient Portal

How to add an additional Practice

Patient Portal website: www.nextmd.com

To add an additional practice/clinic to your Patient Portal account, that also uses Nextgen:

- Log in to your Patient Portal account
- Go to the SETTINGS tab and click on "Manage Practices"
- Fill out the required fields and click on "Submit"
- A confirmation message will display if you are enrolled
- Click OK to continue

The added practice will appear next to Northwest Human Services practice

Always go to SETTINGS > Manage Practices to select the clinic you need if you are enrolled with multiple clinics.

A screenshot of a web browser displaying the Patient Portal's "Manage Practices" page. The browser's address bar shows the URL "https://www.nextmd.com/ud2/AccountManagement/ManagePractices.aspx". The page header includes the "Patient Portal" logo and a navigation menu with options like HOME, MAIL, SCHEDULE, MY CHART, STATEMENTS, PATIENT EDUCATION, and SETTINGS. The "SETTINGS" menu is open, showing options for Account Settings, My Information, Manage User Grants, Manage Practices (which is highlighted), and Statement Notifications. The main content area is titled "Manage your practices" and shows a list of currently enrolled practices, including "Northwest Human Services, Inc." with a link to "Un-enroll me from this practice". Below this, there is a section for "Enroll in an additional practice" with instructions and input fields for "Enter security token", "Enter date of birth", and "Enter email address". A "SUBMIT" button is located at the bottom of this section. The footer of the page contains links for User Guide, Site Map, Set Account Reader, Privacy Policy, Having Trouble?, and English.