



# Patient Portal

## How to send an Email

Patient Portal website: [www.nextmd.com](http://www.nextmd.com)

- Log in to your Patient Portal account
- Click on the “**MAIL**” tab and then click on ‘compose’
- Fill out all the required fields and click on “Submit”

\*\*\*Please note that questions submitted via email will be answered within 3 business day

The screenshot shows the 'Compose Message' interface in the Patient Portal. At the top, there is a navigation bar with the 'Patient Portal' logo and several menu items: HOME, MAIL, SCHEDULE, MY CHART, PAYMENTS, PATIENT EDUCATION, and SETTINGS. Below the navigation bar, a welcome message reads 'Welcome Patient Test! Last logged in: 1/12/2016, 11:07 AM' and a search bar is visible. The main form area is titled 'Compose Message' and is divided into two sections. The first section, '1) Select Practice and Patient', contains a dropdown menu for '\*Practice:' with 'Northwest Human Services, Inc' selected. The second section, '2) Select Message Category and Recipient', contains several fields: '\*Category:' with 'Medication Questions' selected, '\*To:' with 'Med question group' selected, '\*Subject:' with 'Question' entered, and '\*Message:' with a text area containing 'I have a question about my health and would like to speak to a nurse. Please call me. 999-999-9999'. A warning box at the bottom left of the form contains a yellow triangle icon and the text: 'If this is a true medical emergency please call 911. Contact your pharmacy for medication refills. If this is a Mental Health Emergency please call our 24 hotline (503) 581-5535. Questions submitted via email will be answered within 3 business days.' A 'SUBMIT' button is located at the bottom center of the form.