



# Patient Portal

## How to request Personal Health Records

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

- Log in to your Patient Portal account
- Click on the CHART tab and select “Request Health Record”
- Select the Practice and click on Submit
- A message that your request has been successfully submitted displays. When the health record is sent to you, it shows up as a new item in your Inbox.

\*\*\*Please note that the Personal Health Record available from the Patient Portal is limited. For more detailed health information, a signed release of information must be on file with our medical records department.

The screenshot shows the 'Request Personal Health Record' page in the Patient Portal. The top navigation bar includes 'HOME', 'MAIL', 'SCHEDULE', 'MY CHART' (circled in red), 'STATEMENTS', 'PATIENT EDUCATION', and 'SETTINGS'. Below the navigation bar, there is a search bar and a 'Log Out' link. The main content area is titled 'Request Personal Health Record' and contains a section '1) Select Practice and Patient' with the instruction 'Please select the medical practice and the person on which behalf the request will be sent to the practice.' A dropdown menu for 'Practice' is set to 'Northwest Human Services, Inc'. A warning message with a yellow triangle icon states: 'The Personal Health Record available from the Patient Portal is limited. For more detailed health information, a signed release of information must be on file with our medical records department.' A 'SUBMIT' button is located at the bottom of the form.

The screenshot shows the 'Request Health Record' page in the Patient Portal after a successful submission. The top navigation bar is identical to the previous screenshot. The main content area is titled 'Request Health Record' and displays the message: 'Your request has been successfully submitted.'