



# Patient Portal

## How to request an appointment

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

- Log in to your Patient Portal account
- Click on the “**SCHEDULE**” tab to request an appointment
- Make sure to select “Northwest Human Services” as the ‘Practice’
- Fill out all the required fields and click on “Submit”

You will receive a patient portal email to confirm that your appointment was booked.

\*\*\*Please Note: Email and appointment requests will be answered within 3 business days

Example on how to fill out the appointment request:

The screenshot shows the Patient Portal interface. At the top, there is a navigation bar with 'HOME', 'MAIL', and 'SCHEDULE' tabs. Below this is a search bar and a 'SEARCH' button. The main content area is titled 'Appointment Request' and is divided into three steps: 1. ENTER REQUEST, 2. SELECT APPOINTMENT, and 3. VIEW DETAILS. Step 1 is currently active. It contains three sections: 1) Select Your Medical Practice, where 'Northwest Human Services, Inc' is selected; 2) Select Provider and Location, where 'Medical Provider' is selected for provider/group, 'Office Visit' for category, and 'West Salem Clinic' for location; 3) Submit Request, where 'Migranes' is entered as the reason, 'Normal' as priority, 'This Week' as the time frame, and '04/07/2017' as the start date. The preferred date/time is set to 11:00 AM to 5:00 PM, with checkboxes for Mon, Tue, Wed, Thu, Fri, and Sat. A warning box at the bottom of the form provides emergency contact information and a 'SUBMIT' button.