

How to Use Lower Lights Patient Portal

To login to the Patient Portal go to www.nextmd.com or download the NextGen Patient Portal App from the app store on your smart phone. Enter the user name and password.

www.nextmd.com

The screenshot shows the website's login interface. It features two main sections: 'Already a member?' and 'New Here?'. The 'Already a member?' section includes a 'Welcome!' message, a note about sensitive information, and input fields for 'User Name' and 'Password'. Below these is a 'LOG IN' button. The 'New Here?' section includes a 'Register below!' prompt, a 'New to Patient Portal?' heading, and a list of benefits: 'Exchange secure messaging with your doctors', 'Request medication renewals', 'Request appointments', and 'Access your health record'. An 'ENROLL NOW' button is located at the bottom of this section.

[Patient Portal App](#)

The screenshot shows the mobile app's login screen. It has a blue background with the 'PatientPortal' logo at the top. Below the logo are two input fields labeled 'username' and 'password'. A prominent orange 'LOG IN' button is centered below the fields. At the bottom, there is a smaller 'I Am New Here' button and links for 'Privacy Policy', 'Language: English (US)', and 'Full Site'.

OR

Once inside please select the option to Request Health Record by selecting **My Chart** and **Request Health Record**.

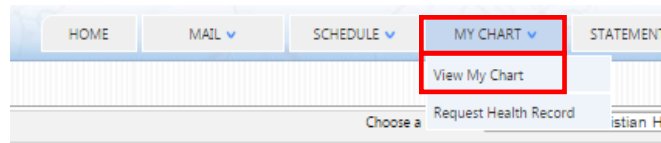
The screenshot shows the user's dashboard after logging in. The top navigation bar includes 'HOME', 'MAIL', 'SCHEDULE', 'MY CHART', 'PAYMENTS', 'RENEW MEDICATIONS', 'RESEARCH', and 'SETTINGS'. The 'MY CHART' menu is expanded, showing 'View My Chart' and 'Request Health Record'. A red box highlights the 'Request Health Record' option, with a red arrow pointing to it. Below the navigation bar, the dashboard displays 'Practice Information' for 'Columbus Women's Care', an 'Inbox' section, 'Upcoming Appointments', and 'Reminders'.

Once selected, verify Lower Lights Christian Health Center is listed as the Practice and click **SUBMIT**.

The screenshot shows the 'Request Personal Health Record' form. At the top, there is a navigation bar with 'HOME', 'MAIL', 'SCHEDULE', and 'MY CHART'. Below this is a search bar with a 'SEARCH' button. The main heading is 'Request Personal Health Record'. The first step is '1) Select Practice and Patient', with a sub-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 'Lower Lights Christian Health Center'. Below this is a disclaimer: 'Disclaimer: If this is a true medical emergency please contact your Emergency Medical Services (911), or call your nearest hospital or medical practice. Prescription refill request(s) will be addressed within 24 hours.' At the bottom, a blue 'SUBMIT' button is highlighted with a red box.

Viewing Your Medical Chart via Patient Portal

Once your Health Record has been imported you can view your chart by selecting **My Chart** and **View My Chart**.



Your chart will pull up and allow you to scroll through the sections on the left. We will highlight a few of the areas patients utilize the most.

Medications

To view your medication list, scroll down to or select **Medications**. The medication, instructions on how to take the med, dosage, effective dates and status are all available. Please note, status shows that four of the medications listed are no longer active.

Medication	Instruction	Dosage	Effective Dates	Status
lisinopril 10 mg-hydrochlorothiazide 12.5 mg tablet	take 1 tablet by oral route every day	Not Available	04/02/2015	Active
drospirenone 3 mg-ethinyl estradiol 0.03 mg tablet	take 1 tablet by oral route every day	Not Available	04/02/2015	Active
escitalopram 10 mg tablet	take 1 tablet by oral route every day	10 MG	03/27/2015	Active
escitalopram 10 mg tablet	take 1 tablet by oral route every day	10 MG	03/26/2015 To 03/27/2015	No Longer Active
escitalopram 10 mg tablet	take 1 tablet by oral route every day	10 MG	01/23/2015 To 03/26/2015	No Longer Active
labetalol 100 mg tablet	take 1 tablet by oral route 2 times every day	100 MG	01/23/2015 To 04/02/2015	No Longer Active

Lab Results

To view your lab results scroll down to or select **Results**. Your labs will populate by order. To view the results select Details in the far right column. Please note, you will receive communication from your provider via portal, telephone or letter explaining your results. This feature just allows you to view them at your convenience.

Test Name	Practice	Collection Date	
Panel Description: CBC With Differential/Platelet	Lower Lights Christian Health Center	01/23/2015 9:11 AM	Details
Panel Description: Comp. Metabolic Panel (14)	Lower Lights Christian Health Center	01/23/2015 9:11 AM	Details
Panel Description: Lipid Panel	Lower Lights Christian Health Center	01/23/2015 9:11 AM	Details
Panel Description: Hemoglobin A1c	Lower Lights Christian Health Center	01/23/2015 9:11 AM	Details
Panel Description: TSH	Lower Lights Christian Health Center	01/23/2015 9:11 AM	Hide

Component:	Standard Range:	Your Values:	Comments:
TSH	0.450-4.500	4.510	

Vitals

To view vitals from previous visits scroll down to or select **Vitals**

Date	Vital Signs	Result
04/02/2015 11:10 AM	Height	165.10 cm
04/02/2015 11:10 AM	Weight	248.00 lbs
04/02/2015 11:10 AM	BMI	41.27
04/02/2015 11:10 AM	Pulse Rate	83 /min
04/02/2015 11:10 AM	Blood Pressure	147/96 mm[Hg]

Instructions/ Plan Of Treatment

To view instructions from your provider, select **Instructions**. Additional information is also listed under **Plan of Treatment**.

Date	Instruction	Additional Information
01/23/2015	dash diet	Related to Hypertension

Visits

Allergies

Medications

Conditions

Results

Vitals

Immunizations

Procedures

Medical Equipment

Insurance

Social History

Family History

Advanced Directives

Instructions

Referral Reason

Plan Of Treatment

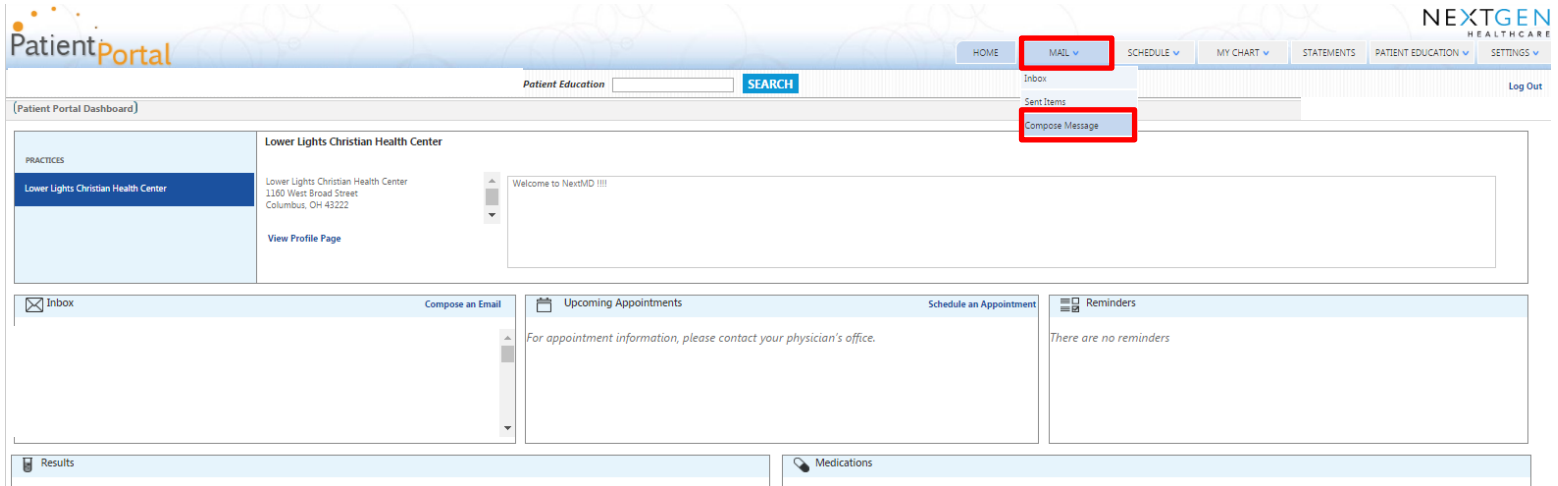
Goals

Demographic Info

Functional Status

Sending a Message through Patient Portal

Sending a message through the Patient Portal is the fastest and easiest way to communicate with your provider, request medication refills or ask a billing question. To send a message, select **Mail** and **Compose Message**.



Chose the category your message is regarding; Billing Questions, Medical Question or Medication Refill Requests.

Next, select your medical provider.

Compose Message

1) Select Practice and Patient


*Practice: Lower Lights Christian Health Center

2) Select Message Category and Recipient

Please select the appropriate message category and recipient from the drop down lists below. Asterisk (*) denotes required field.

*Category: Medication Refill Requests
*To: Please make a selection.
Billing Questions
* Subject: Medical Questions
Medication Refill Requests

* Message:

 - Email and Appointment requests will be reviewed within 2 business days.
- If this is an urgent matter, please contact your provider's office
- If this is a medical emergency, please call 911.
- Medical questions will be reviewed by office staff before forwarding to the provider.

SUBMIT

Compose Message


1) Select Practice and Patient

*Practice: Lower Lights Christian Health Center

2) Select Message Category and Recipient

Please select the appropriate message category and recipient from the drop down lists below. Asterisk (*) denotes required field.

*Category: Medication Refill Requests
*To: Please make a selection.
* Subject: Amber Essman
Amy Wagner
Anja Brokaw
Christine Smith
Cristine Masters
Dalton, Donna
Dr. Agudu
Dr. Diehlmann
Dr. Dolph
Dr. Finkenbinder
Dr. Hartman
Dr. Hawthorne
Dr. Knox
Dr. Moyer
Dr. Philipose
Dr. Rerko
Dr. Stamps
Dr. Talbot
Dr. Vallangeon

 - Email and Appointment requests will be reviewed within 2 business days.
- If this is an urgent matter, please contact your provider's office
- If this is a medical emergency, please call 911.
- Medical questions will be reviewed by office staff before forwarding to the provider.

SUBMIT

Once the category and provider is selected, type in your subject and the body of your message. If you are requesting a medication refill please give the name and dosage of the medications you would like refilled along with the name of the Pharmacy you would like the prescriptions to be sent to. When finished, click **SUBMIT**. Please allow 1-2 business days for us to respond. If you have requested medication please check with your pharmacy within 24-48 hours as the provider will send the medication directly there.

Compose Message

1) Select Practice and Patient

*Practice: Lower Lights Christian Health Center

2) Select Message Category and Recipient


Please select the appropriate message category and recipient from the drop down lists below. Asterisk (*) denotes required field.

*Category: Medication Refill Requests

*To: Amber Essman

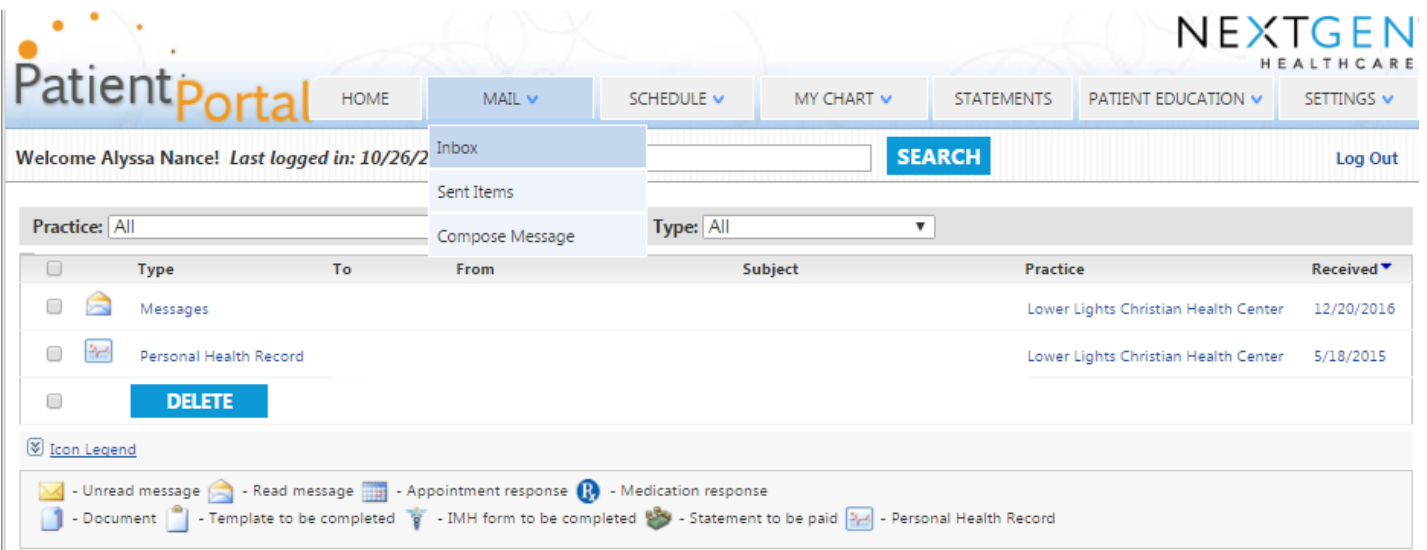
* Subject: Test

* Message: Test

 - Email and Appointment requests will be reviewed within 2 business days.
 - If this is an urgent matter, please contact your provider's office
 - If this is a medical emergency, please call 911.
 - Medical questions will be reviewed by office staff before forwarding to the provider.

SUBMIT

If you receive a message from us you will receive a notification in your email letting you know to check the Patient Portal. To view your inbox select **MAIL** and **Inbox**.





Patient Portal | HOME | MAIL | SCHEDULE | MY CHART | STATEMENTS | PATIENT EDUCATION | SETTINGS

Welcome Alyssa Nance! Last logged in: 10/26/2016










SEARCH [] Log Out

Practice: All | Type: All

Type	To	From	Subject	Practice	Received
 Messages				Lower Lights Christian Health Center	12/20/2016
 Personal Health Record				Lower Lights Christian Health Center	5/18/2015

DELETE

Icon Legend

-  - Unread message
-  - Read message
-  - Appointment response
-  - Medication response
-  - Document
-  - Template to be completed
-  - IMH form to be completed
-  - Statement to be paid
-  - Personal Health Record

Requesting an Appointment through Patient Portal

To request an appointment, simply select SCHEDULE and Request Appointment. Enter the provider, Office Visit and the location. Type in the reason for appointment, select the priority and when you would like the appointment made (this week, this month, next week, next month, within 3 months). Last, select the start and end date along with preferred start and end times. This information allows the system to search for availability. Once all information is entered select **SUBMIT**. You should receive a response with the scheduled appointment date and time within 1-2 business days.

The screenshot shows the Patient Portal interface. At the top, there are navigation tabs: HOME, MAIL, SCHEDULE (selected), MY CHART, and STATEMENTS. Below the navigation is a welcome message for Alyssa Nance, logged in on 10/26/2017. A search bar and a 'SEARCH' button are visible. The main content area is titled 'Appointment Request' and has three steps: 1. ENTER REQUEST (active), 2. SELECT APPOINTMENT, and 3. VIEW DETAILS.

1) Select Your Medical Practice
Please select the medical practice for that appointment.


*Practice: Lower Lights Christian Health Center

2) Select Provider and Location
Please select your provider, the appropriate appointment category and desired location from the drop down lists below. Asterisk (*) denotes required field.

*Select provider/group: Vallangeon MD, Dana
*Select category: Office Visit
*Select location: Lower Lights Christian Health [Address](#)

3) Submit Request
Please fill in all required fields and click the Submit button to submit your request.

*Reason for appointment:
*Priority: Normal
*Make appointment for: This Week
*Start date: 10/26/2017
*End date: 10/29/2017
*Preferred date/time: to
 Mon Tue Wed Thu Fri

 - Email and Appointment requests will be reviewed within 2 business days.
- If this is an urgent matter, please contact your provider's office
- If this is a medical emergency, please call 911.

SUBMIT