

# REQUESTING AN APPOINTMENT VIA PEDIATRIC ALLIANCE'S PATIENT PORTAL

- 1) Log into your NextMD Patient Portal Account. If you do not have an account, please visit the "Forms" tab of our website to download the "Care Manager Form" and follow the instructions on the form. If you are having trouble logging in, please call 412-278-5102 or email: [portal@pediatricalliance.com](mailto:portal@pediatricalliance.com).

English

Welcome to Patient Portal, your medical home on the Web. With Patient Portal, you can connect with your doctor through a convenient, safe, and secure environment.

**Already a member?**  
**Welcome!**  
Please note that the username and password fields are case sensitive and the password must contain at least one number.

Username

Password

[Need help with your username and password?](#)

**LOG IN**

**I am new here**

- Have you been provided an enrollment token?
- Do you have a temporary username and password?

**I AM NEW HERE**

- 2) Click on the 'Schedule' tab.

HOME MAIL **SCHEDULE** MY CHART STATI

Welcome Brother Test (+2)! Last logged in: 11/27/2016, 9:32 PM Patient Education  **SEARCH**

( Patient Portal Dashboard )

Allegheeny Clinic Pediatrics  
Pediatric Alliance PC

**Practice Information** [View Profile Page](#)

**Pediatric Alliance PC**  
If you need assistance pertaining to Pediatric Alliance's Patient Portal, please call Pediatric Alliance at (412) 278-5102 or email [portal@pediatricalliance.com](mailto:portal@pediatricalliance.com).

Welcome to Pediatric Alliance's Patient Portal!

To view information under My Chart, hover over My Chart and click Request Health Record. Submit a request for the patient(s). Once the request has been processed, the information will be available under My Chart. If you are the Care Manager for the patient, please make sure to select the appropriate patient name in the drop-down when requesting information.

Below you will see any upcoming appointments scheduled and you'll start to receive visit summaries from the most recent visit after your portal enrollment was complete. You can also view currently active meds and request appointments! Our newest feature allows you to send a non-medical question to your child's office! Questions are generally answered within 24 hours.

**Inbox** [Compose an Email](#)

**Upcoming Appointments** [Schedule an Appointment](#)

**Reminders**  
There are no reminders

3) Enter the required fields (denoted with \*) then select 'Submit'.

### Appointment Request

1. ENTER REQUEST 2. SELECT APPOINTMENT

#### 1) Select Your Medical Practice

Please select the medical practice for that appointment.

\*Practice: Pediatric Alliance PC  
\*Patient: Penny Test

#### 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: Arcadia  
\*Select category: Check Up  
\*Select location: Arcadia Division [Address](#)

? We are now accepting on-line appointment requests for Well-Child Visits ("Check-Ups", "Routine Physicals"). In the "Reason for appointment" box, please list the child's age and the name of any preferred provider (ex: 3 years Dr. Coppola). If you do not receive a response within one business day, please call our office (412-366-7337). Same-day appointments are not available on line. Please call the office to schedule all other visits.

#### 3) Submit Request

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

\*Reason for appointment: 6 year Check Up  
\*Priority: Normal  
\*Make appointment for: This Month  
\*Start date: 11/27/2016 End date: 11/30/2016  
\*Preferred date/time: 9:45 AM to 2:00 PM  
 Mon  Tue  Wed  Thu  Fri

**! Disclaimer: If this is a true medical emergency please contact your Emergency Medical Services (911), or call your nearest hospital or medical practice. Appointment request will be answered within the next business day.**

**SUBMIT**

4) You will receive confirmation that your request was successfully submitted.

### Appointment Request

**Your appointment request has been successfully submitted.**

- 5) You will receive an email to notify you that a response to your appointment request has been sent to your Patient Portal account. Log into NextMD patient portal account.
- 6) Click on the 'Mail' tab to open the 'Inbox'.

- 7) In the Inbox, open the 'Booked Appt.' message.

<input type="checkbox"/>		Booked Appt. Penny Test	6 year Check Up	Pediatric Alliance PC	11/28/2016
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The message will include your appointment details along with a message from the Pediatric Alliance staff. You may also Cancel or Reschedule the appointment.