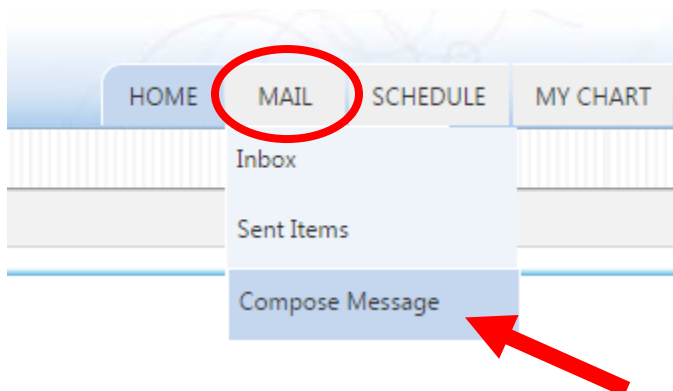

SENDING MESSAGES VIA PEDIATRIC ALLIANCE'S PATIENT PORTAL

- 1) Log into your NextMD Patient Portal Account. If you do not have an account, please visit the 'Patient Tools > 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.

The screenshot shows the login interface of the Pediatric Alliance Patient Portal. It is divided into two main sections: 'Already a member?' and 'I am new here'. The 'Already a member?' section includes a 'Welcome!' message, a note about case sensitivity and password requirements, input fields for 'Username' and 'Password', a help link, and a 'LOG IN' button. The 'I am new here' section includes two bullet points asking about enrollment tokens and temporary credentials, and an 'I AM NEW HERE' button.

- 2) Hover over the 'Mail' tab and select 'Compose Message.'



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

Compose Message

1) Select Practice and Patient

*Practice: Pediatric Alliance PC

*Send on behalf of: Penny Test



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: Arcadia Division (Only)

*To: Non-Medical Question

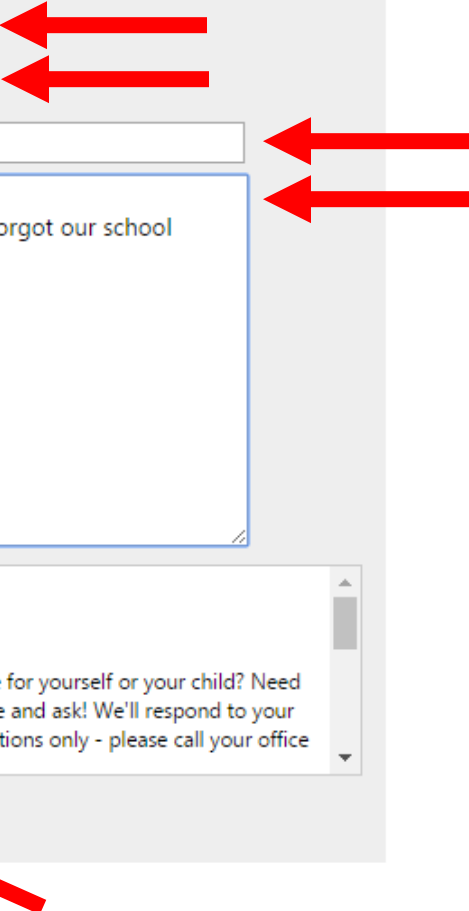
* Subject: School Excuse Example

* Message: Hello,
Penny was seen in the office yesterday, and we forgot our school excuse. Could you please send to the portal?
Thank you

 ****This is for non-medical questions only.****

Have you recently been to see one of our providers and forgot an excuse for yourself or your child? Need immunization records? Have a non-medical question? Send us a message and ask! We'll respond to your request within one business day. This messaging is for non-medical questions only - please call your office with any medical questions.

SUBMIT



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

Compose Message

Your message has been successfully sent.

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

Patient Portal

HOME MAIL SCHEDULE

Welcome Brother Test (+3)! Last logged in: 3/8/2017, 10:08 AM Patient Education SEARCH

(Patient Portal Dashboard)

Practice Information [View Profile Page](#)

Allegheny Clinic Pediatrics

Pediatric Alliance PC

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.

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 a health record and information will be available under My Chart. If you are the Care Manager for the patient requesting PHR.

Below you will see any upcoming appointments scheduled and you'll start to receive visit summaries from your medical records.

- 7) In the Inbox, open the message.

Messages Penny Test RE: School Excuse Example

[Back to Home](#) | [Reply](#) | [Remove](#) | [Print](#)

RE: School Excuse Example - Message

From: Pediatric Alliance

To: Penny Test

Received: Thu 3/9/2017 2:23:08 PM GMT

Thank you for contacting us via the patient portal. The school excuse has been sent to your portal. It will be located in your inbox.
--- Original message ---

From: Penny Test

To: Non-Medical Question

Subject: School Excuse Example

Sent: 3/9/2017 2:20:58 PM GMT

Hello,

Penny was seen in the office yesterday, and we forgot our school excuse. Could you please send to the portal?

Thank you