
CREATING A PATIENT PORTAL ACCOUNT

1. Complete the Care Manager Form that can be found under the 'Patient Tools → Patient Portal' tab and follow the instructions on the form.
Email the form to portal@pediatricalliance.com, fax to (412) 278-5105, or turn in to the office at your next visit.
2. Once your enrollment has been processed, you will receive a 'Welcome to NextGen Patient Portal!' email and a 'PAL Token' email.
3. Follow the instructions in the PAL Token email.
 - a. Select the 'click here to go to NextMD' link or copy and paste the following into your browser's address bar.
<https://www.nextmd.com/Enroll/TermsAndConditions.aspx>
 - b. Read the Terms and Conditions and select 'I Accept.'

Terms and Conditions

PRIVACY POLICY

Please review our Privacy Policy, which as between you and NextGen Healthcare Information Systems, LLC, its corporate parent Quality Systems, Inc. and their respective subsidiaries and affiliates ("NextGen Healthcare") governs your visit to NextGen® Patient Portal (formerly known as NextMD®), to understand our practices.

ELECTRONIC COMMUNICATIONS

When you visit NextGen® Patient Portal or send e-mails to us, you are communicating with us electronically. You consent to receive communications from us electronically. We will communicate with you by e-mail or by posting notices on this site. You agree that all agreements, notices, disclosures and other communications that we provide you electronically satisfy any legal requirements that such communications be in writing.

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I Accept **I Do Not Accept** **Print**

- c. Select 'I have an enrollment token.'

New to Patient Portal

This is your first step in the enrollment process. Please select the option that applies to you.

I have an enrollment token

I have a temporary username and password

- i. Enter your enrollment token. The 8-digit enrollment token will be included in the PAL Token email.
- ii. Enter your date of birth, not your child's.
- iii. Enter your last name.
- iv. Enter your email address.
- v. Select the 'Next' button.

Enter token details

Please enter the following information to verify your identity.

* Token number

+ [What is a security token?](#)

* Date of birth

* Last name

* Email address


I do not wish to provide an email address

NEXT

CANCEL

If you receive the following error, please verify that all information was entered correctly.

Enter token details

 The information entered does not match our records. Please, try again or contact your practice for further assistance.

Contact portal@pediatricalliance.com or 412-278-5102 for assistance.

- d. Select 'Sign up for a new account.'

Welcome

SIGN UP FOR A NEW ACCOUNT

ADD TO AN EXISTING ACCOUNT

- e. Create your NextMD login credentials. Select 'Next.'

Set up account

* Username

× Use 6-50 characters

* Password

× Use 8 or more characters

× Use upper and lower case letters (e.g. Ba)

× Use a number (e.g. 1234)

× Use a [special character](#) (e.g. \$^%)

× Avoid including commonly used passwords (e.g. 'password')

* Confirm Password

Next

Cancel

- f. Set up five security questions. Select 'Submit.'

Set up security questions

Please select five unique security questions, then enter your answer for each.

* Security question 1

* Answer 1

* Security question 2

* Answer 2

* Security question 3

* Answer 3

* Security question 4

* Answer 4

* Security question 5

* Answer 5

SUBMIT

CANCEL

- g. If interested, you may select 'Get Started' to set up Google Authenticator for an added security step when logging in. Otherwise, select 'I am not interested.'

Protect your account with Google Authenticator

Each time you sign in to your Patient Portal account, you'll need your password and verification code.



Make your account more secure

Each time you log in, a unique verification code will be sent to your phone through the Google Authenticator app. Enter this code after your password for an extra layer of security.

GET STARTED

I am not interested

- h. Congratulations! You have successfully logged into the NextMD Patient Portal.
- i. You will receive a 'Patient Portal Account Email Validation' email. Please select 'Validate email' button to complete the validation process.

Please contact portal@pediatricalliance.com or 412-278-5102 for assistance.