
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 'Patient Tools → Patient Portal' 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.

Log into Patient Portal

Username

[Forgot username?](#)

Password

[Forgot password?](#)

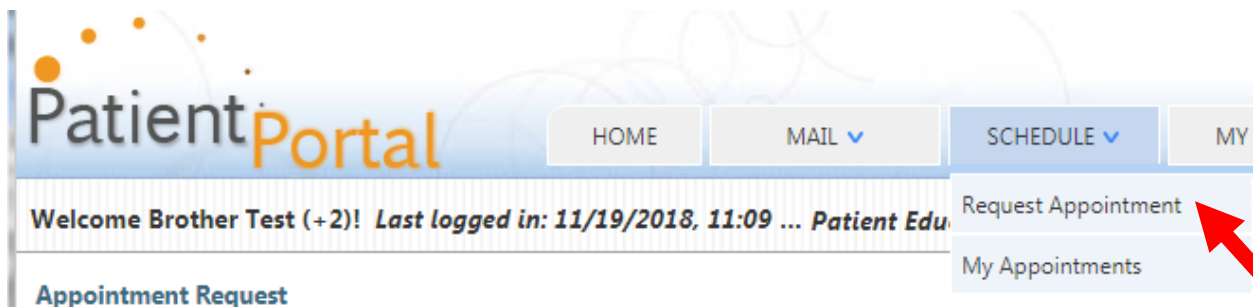
LOG IN

[I have my password reset token](#)

[I am new here](#)

[CREATE ACCOUNT](#)

- 2) Hover over the 'Schedule' tab, then select 'Request Appointment.'



The screenshot shows the Patient Portal navigation bar. The 'Patient Portal' logo is on the left. The navigation menu includes 'HOME', 'MAIL', 'SCHEDULE', and 'MY'. The 'SCHEDULE' menu is open, showing 'Request Appointment' and 'My Appointments'. A red arrow points to 'Request Appointment'. Below the navigation bar, a welcome message reads: 'Welcome Brother Test (+2)! Last logged in: 11/19/2018, 11:09 ... Patient Edu'. At the bottom left, there is a link for 'Appointment Request'.

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: Mark 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

 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. Coppula). 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: Well Child Check Up
*Priority: Normal
*Make appointment for: This Week
*Start date: 11/19/2018 End date: 11/25/2018
*Preferred date/time: 9:00 AM to 11:45 AM
 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.**

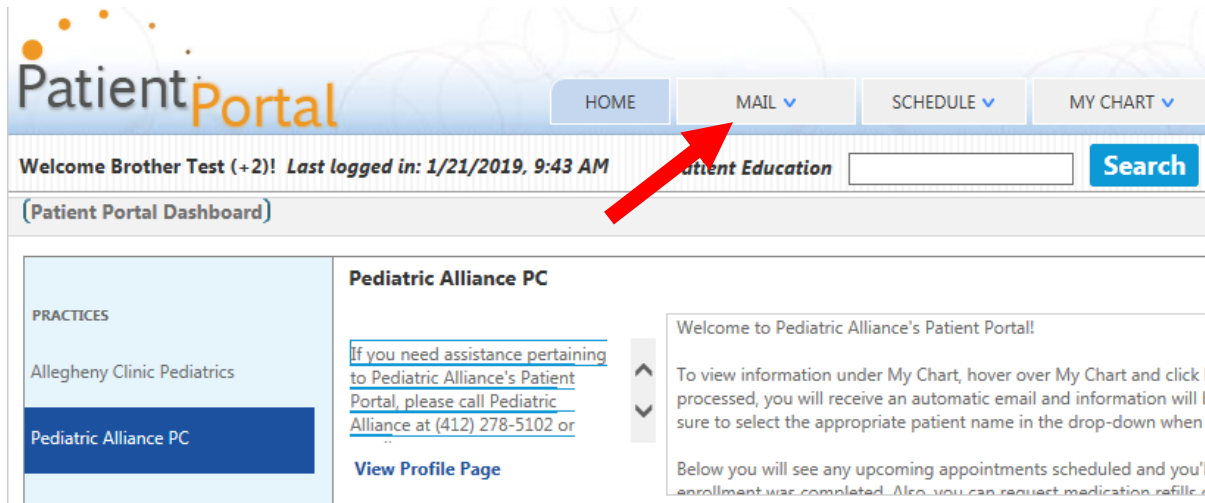
SUBMIT

- 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.

The screenshot shows the details of a booked appointment. At the top, there are navigation links: Back, Remove, Print, and Export to Calendar. The main content is titled 'This appointment is booked'. The details are as follows:

- Patient:** Test, Penny
- Date:** 11/29/2016 2:00 PM
- Provider:** Saunders MD, Susie
- Location:** Arcadia Division, 9000 Perry Highway, Suite 120, Pittsburgh, PA, 152375367
- Phone number:** (412) 366-7337
- Type:** Check Up

Instructions: 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.

Request history:

Thank you for using Pediatric Alliance's Patient Portal. Your appointment has been scheduled for Tuesday at 2:00pm. Please contact the office with any questions.

I would like to:

- [Cancel This Appointment](#)
- [Reschedule This Appointment](#)

A red arrow points to the 'Reschedule This Appointment' link.