
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 → 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?](#)

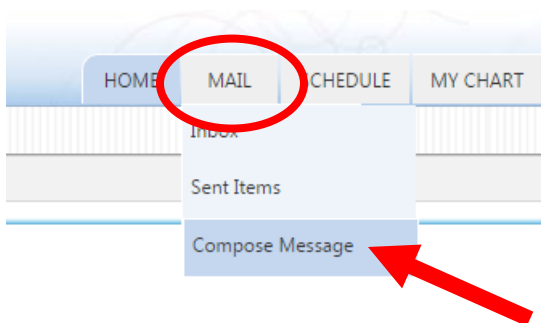
LOG IN

[I have my password reset token](#)

[I am new here](#)

[CREATE ACCOUNT](#)


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

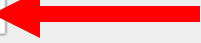


3) Enter the required fields (denoted with *) then select 'Submit'.

Compose Message


1) Select Practice and Patient


*Practice: 

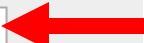
*Send on behalf of: 

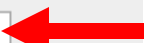
2) Select Message Category and Recipient


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

*Category: 


*To: 

* Subject: 

* Message: 

 ******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 billing or 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.

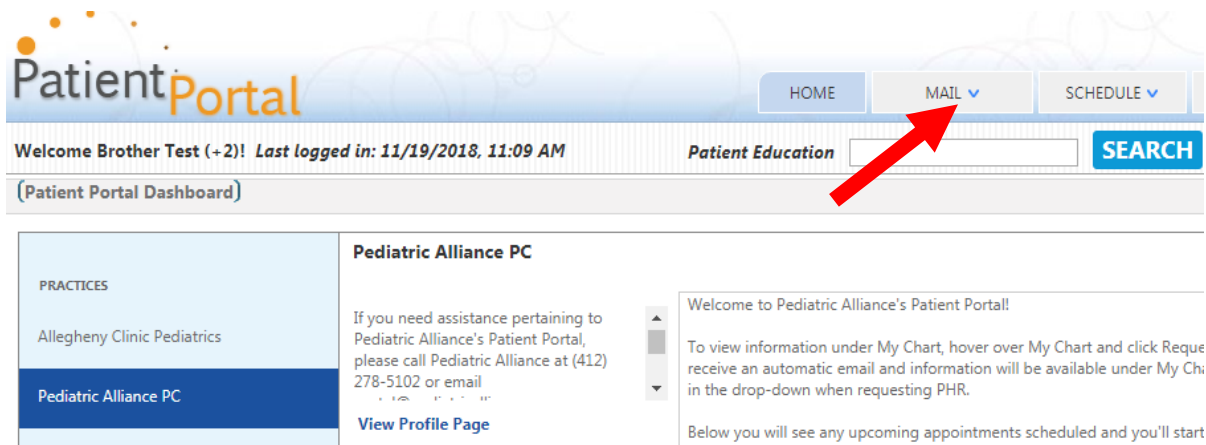
SUBMIT 

- 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'.



- 7) In the Inbox, open the message.



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