



AlliedPhysicians

your allies for life

Dear valued patient of Allied Physicians of Michiana,

We're excited to announce that we have expanded the services provided by our practice and are now providing our patients with access to an online patient portal. The Patient Portal, powered by NextGen, is a secure website that allows you to communicate with your health care provider and to view portions of your personal health record. This tool is accessible to you at any time of day to help you manage your care and enhance your partnership with your health care team.



NEXTGEN®
Patient Portal

**Welcome to Patient Portal
Powered by NextGen**

Through the patient portal, you are able to:

- Request, view and keep track of appointments
- View lab & other test results
- Request prescription refills
- View your health records
- Send non-urgent messages to clinical staff
- Receive email reminders
- View statements
- Pay bills
- Allow caregivers (e.g. family) access to your information, if desired

Using the contact information you provided us at a recent visit, you will be invited via an email to login to your Patient Portal. Within the next few days you will receive an email directly from NextGen, via your Practice, confirming your enrollment. Your practice should have given you a card with information regarding your temporary username and password. If you have not received this please contact your practice directly. The remainder of this email provides you with information and instructions that should be kept for your records.

(Note: Having convenient yet secure & private access to your information is of high concern to us. If the email address you provided at registration is a shared or family account accessible by other individuals, or you have recently changed your primary email address to something else, it is strongly recommended that you call Allied Physicians of Michiana or your specific practice, to update the email address in your patient profile.)

The success of your care is of great importance to us. We sincerely ask that you engage in your care with your health care provider and begin using the portal for you non-urgent needs and convenience. We look forward to continually providing you with quality care and services and invite you to visit our website, www.YourAlliesForLife.com, for additional information and links to our Patient Portal, and all of our practices, physicians, and locations.

If you have any questions about this service, please call our Patient Portal Hotline at (574) 251-2152.

Thank you for being a valued patient,

~ Visit us at our website, www.YourAlliesForLife.com, Facebook, Google+, Twitter, and LinkedIn

DETAILED PATIENT PORTAL INSTRUCTIONS: (SAMPLE EMAIL FROM PATIENT PORTAL)

	<h2>NextMD.com Completed Enrollment</h2>
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To: USER

For login assistance or if you have any questions about this service please call Allied Physicians of Michiana at our Patient Portal Hotline number: (574) 251-2152.

Please follow these instructions for accessing the Patient Portal for the first time. It may be helpful to print these instructions if possible to follow along easier.

1. Click on the link in this email or go to <http://www.nextmd.com> in a web browser. We recommend the latest versions of Internet Explorer, Mozilla Firefox, or Google Chrome.
2. When you get to the website you will use the *Already a member* button in the box to the left.
3. Your Username is the email address that you provided and is case sensitive
4. Your default password is a combination of the patient initials and zip code and special character and should have been given to you on a card at check-in. If not supplied, this information can be obtained by calling the help desk or your practice directly.
5. Enter the security answer provided by your practice at check-in.
6. For security you are strongly urged to go to Settings and Account Settings in the upper right hand corner to change your username and/or password from the temporary set that was assigned to your account.
7. If you are seen at a second practice within Allied Physicians of Michiana and wish to enroll in the Patient Portal with the same account, it will be necessary for you to obtain an enrollment token from the additional practice so that you can add that practice to your existing portal account via the Manage Practices option.

At any time, with your Patient Portal username and password, you can return to <http://www.nextmd.com> to access your medical information.

Account Setting	Username
NextMD Login	youemailaddress@emailprovider.com