Overview

To help patients that complete their enrollment to NextMD.com website:
1. Patient should be provided an enrollment token from the practice
   a. If on 5.9.1 an enrollment invitation could be used in place of the token
2. Either enrollment process counts for MIPS if OK button is selected to complete the workflow
   a. Do not select cancel or the enrollment does not capture

Patient Account Setup Page

1. Click on link provided in the New Enrollment email or go to NextMD.com to create their portal account. If going to NextMD via the link provided click accept terms and conditions
   a. If going directly to NextMD.com directly click on Create Account and accept terms and conditions

2. Select I have an enrollment token

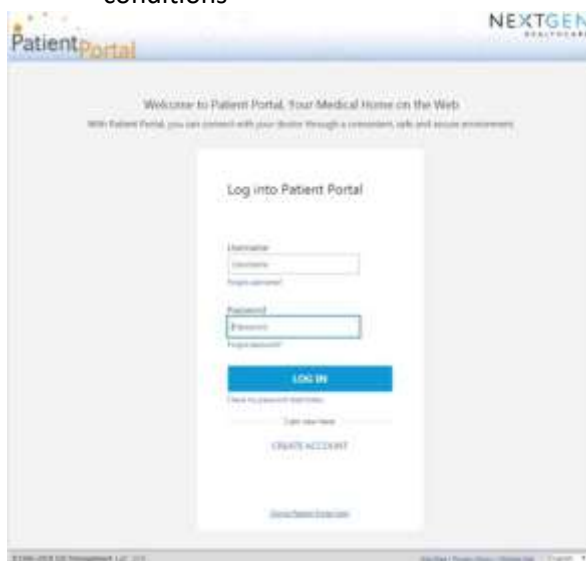# How to: Patient Portal Version 2.7.3 Current Enrollment Workflow

3. Follow the instructions to create login credentials (username and password)
    a. Enter token details and other info below

Enter token details

Please enter the following information to verify your identity.

* Token number

- What is a security token?

* Date of birth

mm/dd/yyyy

* Last name

* Email address

☐ I do not wish to provide an email address

NEXT   **CANCEL**

4. Select Sign Up for a New Account and then enter the following information

Welcome CAT3 TEST

Sign up for a new account

Add to an existing account

5. Complete login credentials setup
    a. Username requirements:
        i. Must have between 6 and 50 characters
        ii. Combination of alpha/numeric values with no spaces
        iii. Usernames will **no longer** be case sensitive
    b. Password requirements:
        i. Must have between 8 and 200 characters
        ii. Combination of upper case, lower case, numbers, and some special characters
        iii. Password **is** still case sensitive
        iv. Should avoid common passwords or part of the username

How to: Patient Portal Version 2.7.3 Current Enrollment Workflow

6. Setup Security Questions:
    a. **New** Security Questions setup requires that patients will setup 5 security questions for administrative purposes

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7. Answer Google Authenticator question
Note: New Google Authenticator Option:
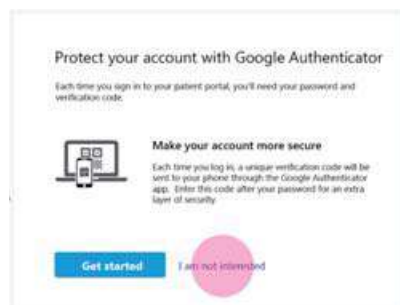
Current Enrollees can opt in via the Account Settings tab
- a. Google Authenticator is a mobile security application with a 2 step verification process. If you use Gmail you may already be familiar with it
- b. You can receive a unique verification code each time you log into your portal account
- c. It is available for both Android and iPhone users
    - i. Download the application vie the Play store or App store

Optional setup provided in the New Enrollment process for those not currently enrolled in NextMD.com

8. If patients entered their email address that should be used for authoritative items, they will receive a validation email. This email address will be sued for items such as:
- a. Password reset

b. Loss of access

c. Notification of unusual activity on their account

NEXTGEN
HEALTHCARE

Hi Happy,

Please click on the button below to verify andrealu321@gmail.com with Nextgen Patient Portal. The link will expire after 1 hour, at hh:mm am EST.

Verify email address

Verifying your email address helps us keep your account safe.

Thank you,
Nextgen Patient Portal Team

If you have any questions/concerns regarding the information included in this document please contact
helpdesk@tsihealthcare.com!