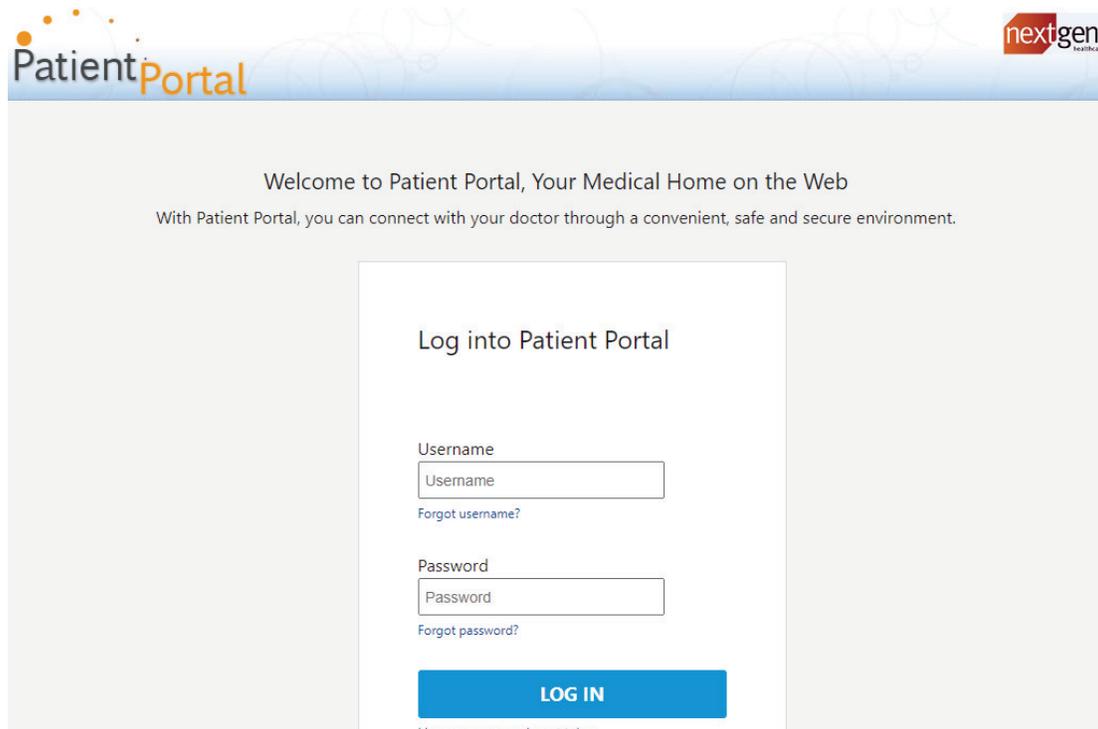


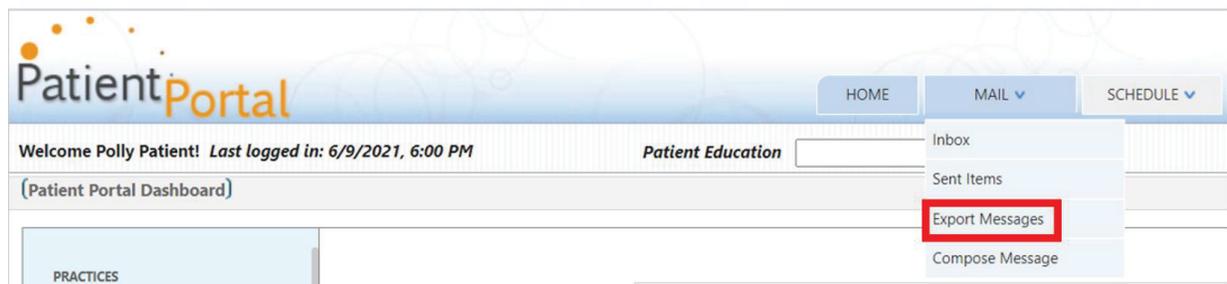
Exporting NextMD Patient Portal Messages

- Log into [NextMD Patient Portal](#)



The screenshot shows the login page of the NextMD Patient Portal. At the top left is the 'PatientPortal' logo, and at the top right is the 'nextgen healthcare' logo. The main heading reads 'Welcome to Patient Portal, Your Medical Home on the Web' with a subtext: 'With Patient Portal, you can connect with your doctor through a convenient, safe and secure environment.' The central focus is a white box titled 'Log into Patient Portal' containing two input fields: 'Username' and 'Password'. Below each field is a link for 'Forgot username?' and 'Forgot password?' respectively. A blue 'LOG IN' button is positioned at the bottom of the login box.

- Navigate to the 'Mail' Tab in the top right-hand corner.
 - Select the 'Export Messages' list item in the dropdown menu.



The screenshot displays the patient portal dashboard for 'Polly Patient'. The top navigation bar includes 'HOME', 'MAIL' (with a dropdown arrow), and 'SCHEDULE' (with a dropdown arrow). Below the navigation bar, the user is greeted with 'Welcome Polly Patient! Last logged in: 6/9/2021, 6:00 PM' and 'Patient Education' with a search input field. The 'MAIL' dropdown menu is open, showing options: 'Inbox', 'Sent Items', 'Export Messages' (highlighted with a red box), and 'Compose Message'. The main content area shows a 'PRACTICES' section.

- Enter the filtering criteria that applies to content to be export for historical records.
- When the specified criteria is entered, select 'Download Messages'.

Export Messages

Practice: ▼
Sent To: ▼
Type: ▼

From:  To: 

***Maximum Download Limit:100 Messages.**

Download Messages

Password to unlock your downloaded zip folder
First two letters of first name (first letter capitalized) + **DOB** (mm/dd/yy)
E.g. Password for John born on May 23, 1991 will be Jo05231991

- Select 'OK' when the confirmation message pops-up.

Confirmation ✕

Downloading messages may take a while depending upon your message and file size and may interrupt other portal activities. Do you want to continue?

- A zip file will appear in the patient's downloads.
- **NOTE: The maximum downloads limits need to be adhered to keep all messages. This step can be repeated for each Message Type.**
- When completed, select 'Log Out' by clicking the blue text in the top right-hand corner.



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Log Out