Exporting NextMD Patient Portal Messages

- Log into NextMD Patient Portal
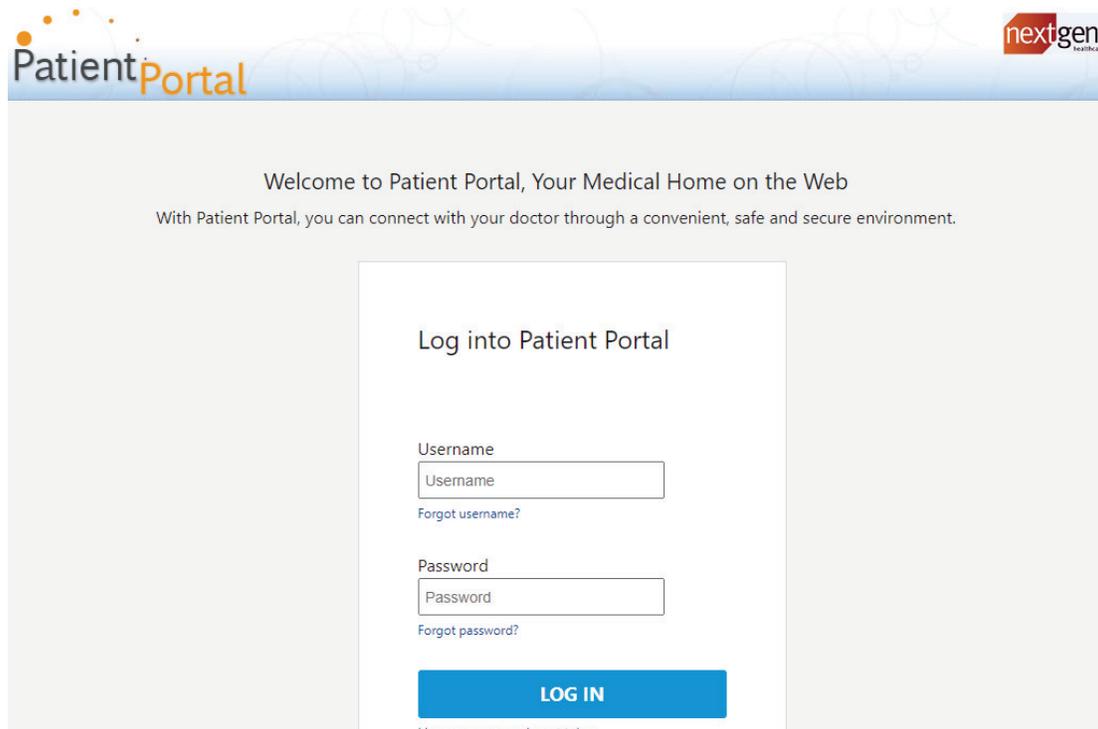
- Navigate to the 'Mail' Tab in the top right-hand corner.
  - Select the 'Export Messages' list item in the dropdown menu.
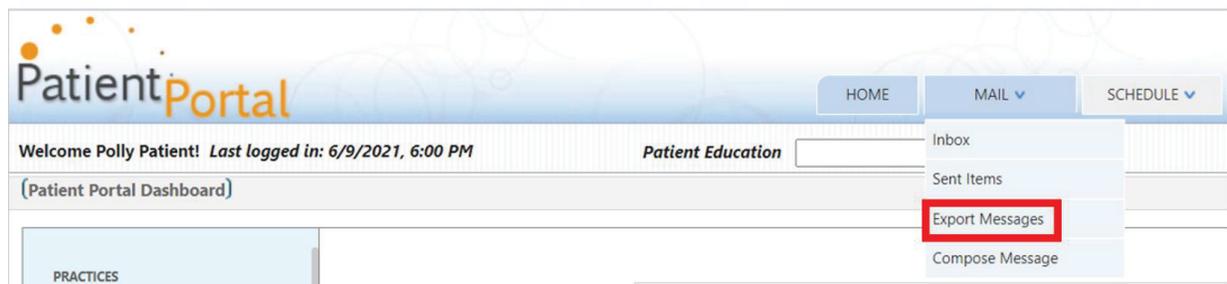
  - Enter the filtering criteria that applies to content to be export for historical records.
  - When the specified criteria is entered, select 'Download Messages'.

Export Messages

Practice: All

Sent To: All

Type: All

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

- o 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?

OK   Cancel

- o A zip file will appear in the patient's downloads.
- o **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