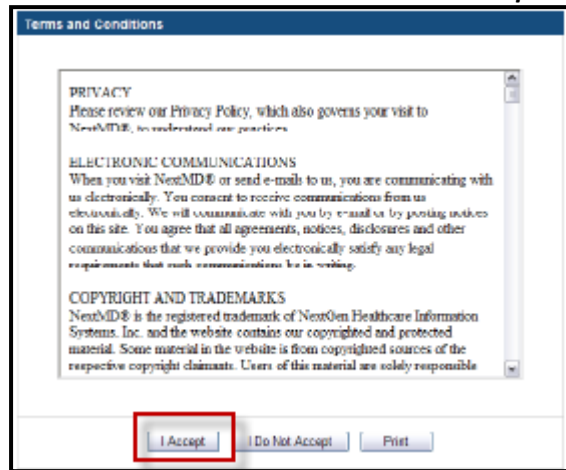
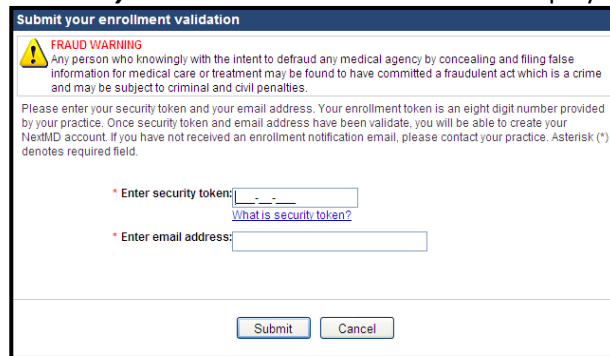


1. Enrolling in NextMD

- a. Open the **“Watson Clinic LLP - Welcome to NextMD Patient Portal!”** email that was sent from Watson Clinic, and click the **< Click here to go to NextMD link>**.
- b. The Internet browser opens and displays the terms and conditions for using the **NextMD Web site**.
- c. Read the terms and conditions and click **<I Accept>**.



- d. The **“Submit your Enrollment Validation form displays”**.



- e. Enter the **Security Token number** (with or without dashes) that was sent in the email from Watson Clinic.
- f. Enter your **email address** (**this should be the email address you entered on the Watson Clinic Patient Portal enrollment form**).
- g. Click **<Submit>**.
- h. Create/enter your **user name and password**
***The username must be between 6 to 20 characters in length, contain at least one number and is case sensitive.**

FRAUD WARNING
Any person who knowingly with the intent to defraud any medical agency by concealing and filing false information for medical care or treatment may be found to have committed a fraudulent act which is a crime and may be subject to criminal and civil penalties.

1 Create your username and password
Enter a user name and password you want to use when you login to NextMD. Asterisk (*) denotes required field.

* User name:
User name must be between 5 – 20 characters and is case sensitive.

* Password:
Password must be between 5 – 20 characters and contain at least one number and is case sensitive.

Password Strength:

* Retype password:

i. Then **retype your password** to confirm.

j. Create your **login security authorization**.

2 Create your login security authorization
Choose a login security question and enter your answer. This question will be used as part of the login authorization process. You will be prompted to enter the answer for your selected question when you try to login to your account. Asterisk (*) denotes required field.

* Select a question:

* Enter your answer:

* Retype your answer:

k. Select a **security question and type the answer, then retype your answer**.

l. Create your **password recovery credentials**.

3 Create your password recovery credentials
Create a forgotten password question and enter the answer. This question will be used in the password reset process. You will be prompted to enter the answer for this question in case you need to reset your password in the future. Asterisk (*) denotes required field.

* Create a question:

* Enter your answer:

* Retype your answer:

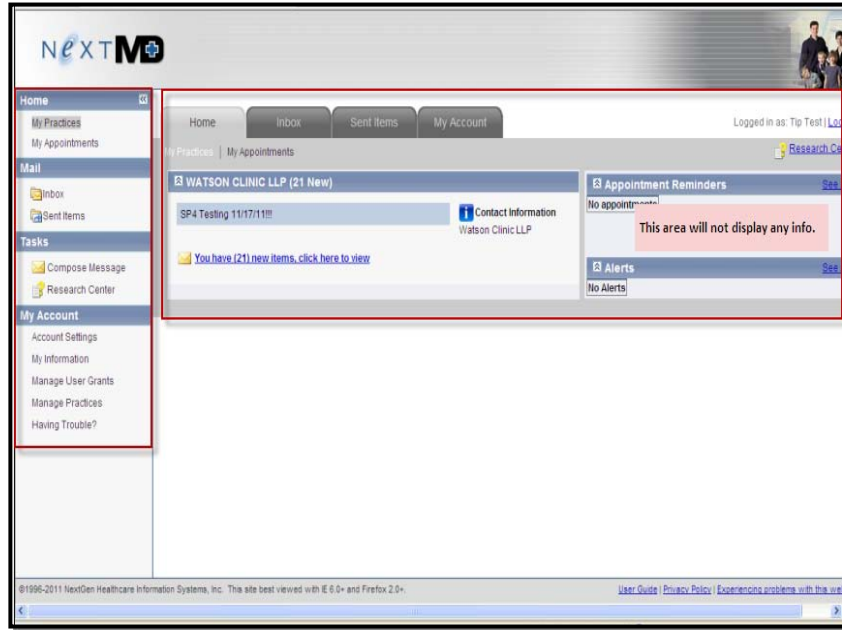
m. Enter a **question and answer that you will use to reset your password (in the case you forget the password and then retype your answer)**.

n. Click **<Submit>** to complete the enrollment process and start using NextMD Patient Portal.

o. The **Account Home page** displays

2. Account Home Page

- a. Consists of two different elements. The *navigation pane on the left and content pane on the right*



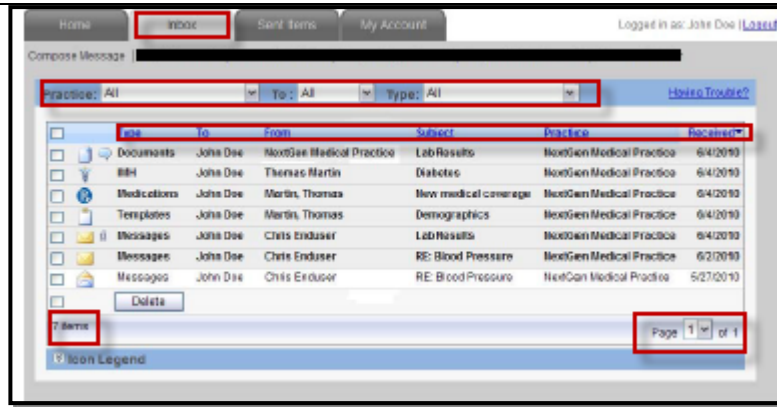
- b. Both the **left navigation and contents pane** enables you to: (view all communications from Watson Clinic, view all communications you sent to Watson Clinic, compose messages, manage account information and access research center links for medical information).

3. Inbox tab

- a. Select the **<Inbox>** tab or the left navigation to view all the items (messages and documents) received from Watson Clinic.
- b. From the **<Home>** tab, you can also click the **<You have new items, click here to view>** link. The number of new items appears in parenthesis.

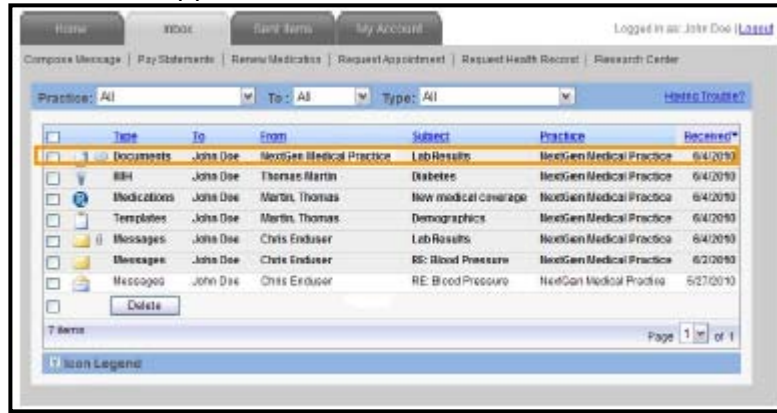


- c. New items appear in **bold** type. The total number of items in your inbox appears on the bottom left of the page.
- d. Use the **Practice, To and Type** fields to filter how and what displays.
- e. Click the column name **Type, To and From** to sort the list in ascending or descending order.



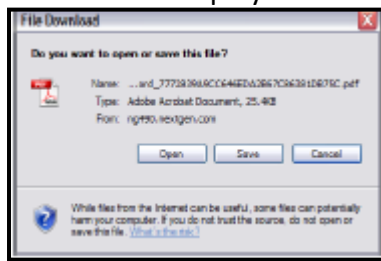
f. Click on a <Message> to open it.

Viewing documents (lab results) click on the document. Unopened documents appear in **bold**.

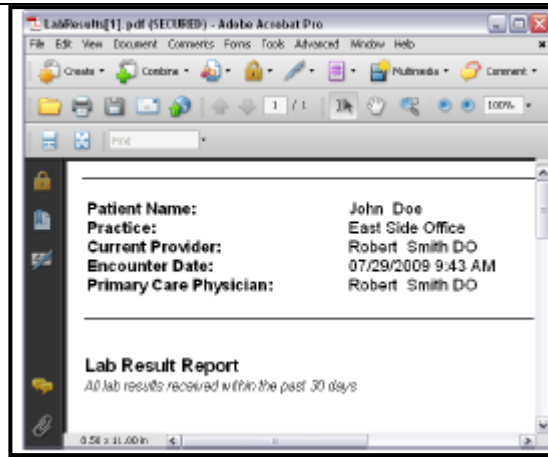


g. In order to view/open documents you will need Adobe Acrobat Reader. It can be downloaded @ ([://get.adobe.com/](http://get.adobe.com/))

h. The <File Download> box displays.



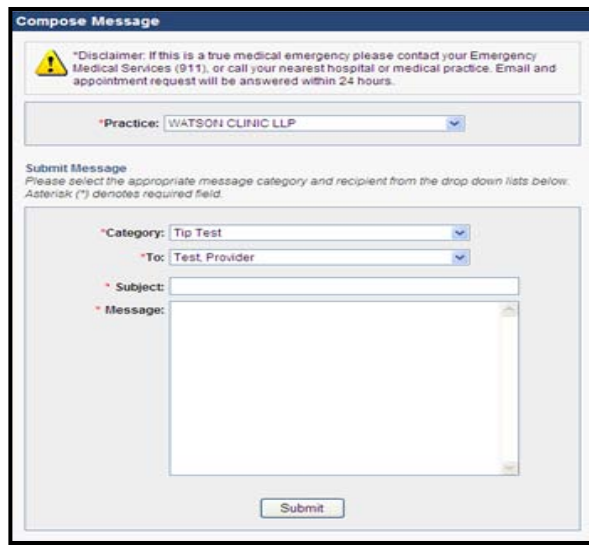
- Click <Open> to view
- Click <Save> to store the document to a specified location on your computer.
- Click <Cancel> to close the file download without opening the document.



- i. To enter a response, click **<Reply>**.
- j. Compose the message.
- k. Click **<Submit>**.

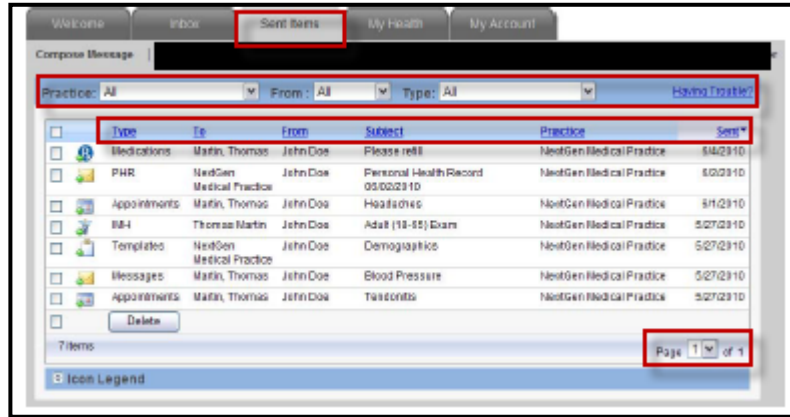
To Compose a Message from the Inbox

- l. From the left navigation select **Compose Message**
- m. Select the **<Category>**.
- n. Choose **<Provider>**.
- o. Type a **<Subject>**.
- p. Compose the Message.
- q. Click **<Submit>**.



4. Sent Items tab

- a. Select this tab to view all items (messages and documents) that you sent.
- b. Use the <Practice, To and Type> drop-down fields to filter how and what displays.
- c. Click the column name <Type, To and From> to sort the list in ascending or descending order.



5. Renew Medication

- a. To request a prescription refill, click **Renew Medication** on the left navigation.
- b. Select the medication by clicking **Change**. Check the appropriate medications you would like to renew
- c. Your preferred pharmacy will automatically default.
- d. If you would like to select a different pharmacy, click **Change**. You can search by pharmacy name, address, or zip code.
 - i. To add the new pharmacy as your NextMD default pharmacy, select the pharmacy and check the **Set as your NextMD preferred pharmacy**.
- e. Choose the <Reason> for renewal.
- f. Select the appropriate provider from <Send to>.
- g. Enter your comments.
- h. Click **Submit**.

*Practice: WATSON CLINIC LLP

2) Select Medications
Please select the medication(s) you wish to refill. If you would like to change the medication(s), click the Change button. Change...

Medication Name	Dose	Description	Start Date	Stop Date
ACYCLOVIR	800MG	take 1 tablet (800MG) by oral route 4 times every day	3/22/2011	

3) Select Pharmacy
Please select the pharmacy you wish to handle the refill. If you would like your medications sent to a different pharmacy, click the Change button. Change...

Pharmacy Name: Clinic Prescription Shop
Address: Watson Clinic
1600 Lakeland Hills Blvd.
Lakeland, FL 33805
Phone Number: (863) 680-7235
Fax Number: (863) 680-7633

4) Submit Renewal
Please select reason and provider for this medication refill request.

*Reason: Medication Renewal
*Send to: Test Provider
*Comments:

6. Request Appointment

- To request an appointment, click **Request Appointment** on the left navigation.
- Select the appropriate physician.
- Select the **Category** of the appointment.
- Choose the **Location**.
- Enter **Reason for appointment**.
- Select the **Priority** of the appointment.
- Choose when the appointment is for.
- Select **Preferred date/time** along with your **Alternate date/time**.
- Click **Submit**.

1) Select Your Medical Practice
Please select the medical practice for that appointment.

*Practice: WATSON CLINIC LLP

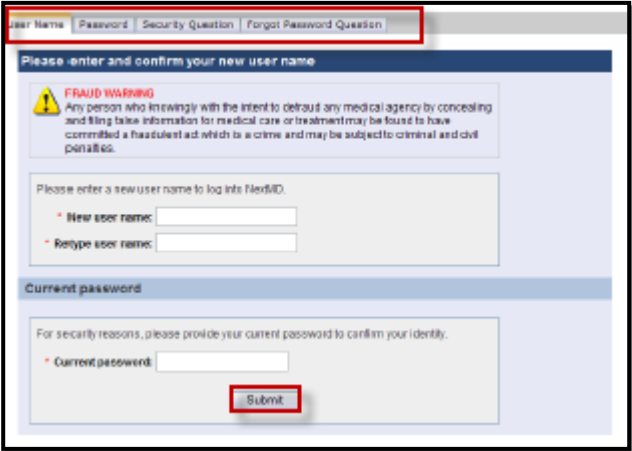
2) Select Provider and Location
Please select your provider, the appropriate appointment category and desired location from the drop down lists below. Asterisk (*) denotes required field.

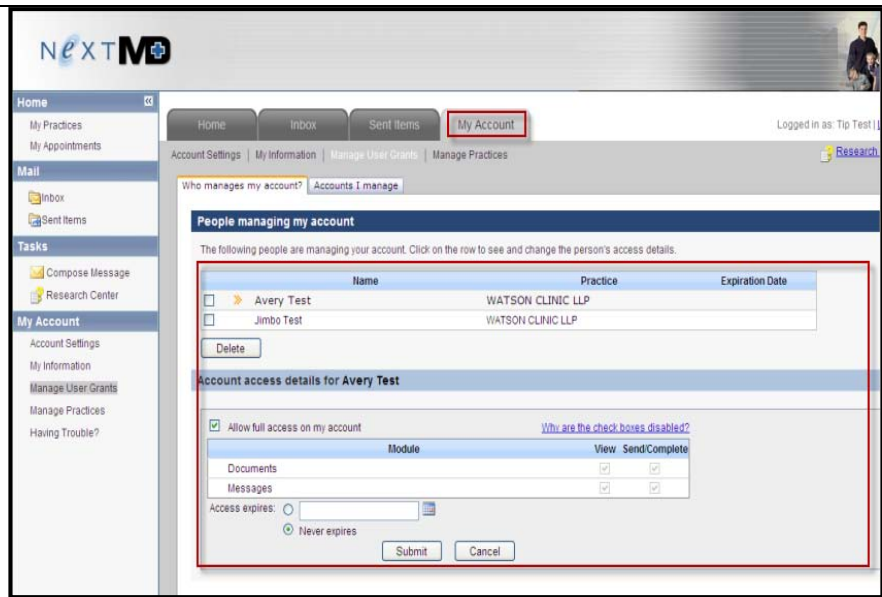
*Select provider/group: Test Provider
*Select category: New Appointment
*Select location: Test Location [Address](#)

Hours of operation: Mon: 8:00 AM - 5:30 PM
Tue: 8:00 AM - 5:30 PM
Wed: 8:00 AM - 5:30 PM
Thu: 8:00 AM - 5:30 PM
Fri: 8:00 AM - 5:30 PM

3) Submit Request
Please fill in all required fields and click the Submit button to request the appointment.

*Reason for appointment:
*Priority: Normal
*Make appointment for: This Week
*Preferred date/time: to
 Mon Tue Wed Thu Fri
Alternate date/time: to
 Mon Tue Wed Thu Fri

<p>7. My Account tab</p>	<p>a. Select this tab or the left navigation to change your user name, your password, your security question and forgotten password questions.</p> <p>b. Changing your information can be done at any time.</p> <p>c. Select the appropriate tab (information needing to be changed). Remember both the user name and password is case sensitive and must be between 6 – 20 characters and include at least one number.</p> <p>d. Complete the appropriate fields of information.</p> <p>e. Click <Submit>.</p> 
<p>8. My Information</p>	<p>a. You can update your name, address, email and phone at any time. However, updates to this information are not sent electronically. You must contact the providers office by sending a secure message as referenced in <i>(item #3 n thru s) referenced above.</i></p>
<p>9. Managing User Grants</p>	<p>a. You can grant/designate someone to have full or partial access (view messages and documents) to your patient portal account.</p>



- b. To request additional Patient Representative(s) be added to your patient portal an updated Authorization Agreement must be signed. Send Watson Clinic a message by selecting the **Category Patient Portal** upon receipt we will email you the agreement to sign and return it to us. Or call **863/680-7551** to request the Authorization Agreement.
- c. From either the **<My Account>** tab or the left navigation, click the **<Manage User Grants>** link.
- d. Select the **<Who manages my account>** tab. A list of people currently with access to your patient portal display.
- e. Click a person to view their rights and permissions for managing your account.
- f. To allow a user to have full access to your account, select the **<Allow user to have full access on my account>**.
 To grant permissions to specific **Modules** check mark the appropriate ones.
 Click **<Submit>**.
- g. To set an expiration date when the select person can no longer manage your account populate a date in the **<Access expires>** field.
 If you do not want the grants permissions to expire select the **<Never Expire>** radio button.
- h. To remove a person permissions from your account select the check box next to the name and click **<Delete>**.
- i. Click **<OK>** thru the confirmation message that displays.
- j. Click **<Submit>** to save your changes.

10. Reporting Problems

Contact Watson Clinic – Clinical Informatics Department @ **868/680-7551**
 Or from the Inbox within NextMD compose a message

11. Logging Out

- a. Click the <Logout> link.