

How to Make and Confirm an Appointment

In the left-hand navigation bar, under "Tasks", click "Request an Appointment." Select your parameters. Click on "Address" to view your healthcare provider's location(s) on a map. When you are finished entering your information, click "Submit."

The screenshot shows the 'Compose Message' form in the NextGen Patient Portal. The left-hand navigation bar has a blue circle around the 'Request App' link. The form has two sections: '1) Select Practice and Patient' and '2) Select Practice and Patient'. The first section has dropdowns for 'Practice' (Neugen Health Clinic) and 'Send on behalf of' (Self). The second section has dropdowns for 'Category' (Medication questions) and 'To' (Barclay, Joseph), and a text field for 'Subject' (Lipitor). A message box contains the text 'Can I eat grapefruit while taking Lipitor?' and 'Thank you - Brian'. A 'Submit' button is at the bottom. A disclaimer at the bottom of the form reads: 'Disclaimer: If this is a true medical emergency please call your local emergency medical services (911), or call your nearest transportation agency. Email and a request will be answered within 24 hours.'

Please note: On your home screen, and in your Portal inbox, you will receive an appointment confirmation alert.