

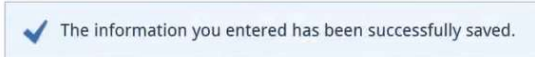
New Patient Check-In Process NextGen Patient Portal

Review Prior to Beginning

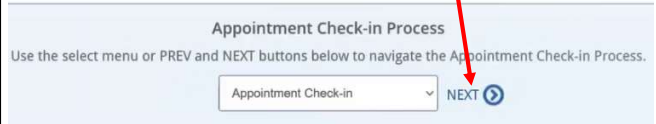
0.1 After each step, always click "Save"



0.2 Once information is saved a message will read "The information you entered has been successfully saved"

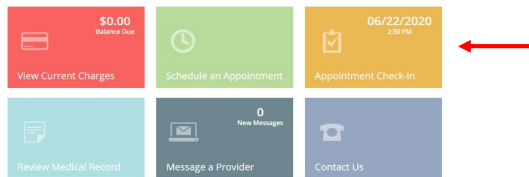


0.2 After saving information in each section, navigate to the top and click "NEXT"

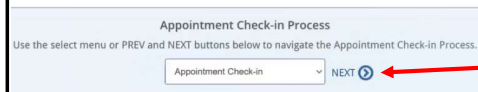


Patient Check-In

1.1 Click yellow "Appointment Check-in" box



1.2 Click 'NEXT' to begin the process

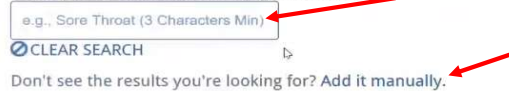


Enter Reason for Visit

2.1 Type reason for visit in search box and select from automated list
 If not available in search results
2.2 Click "Add it manually"

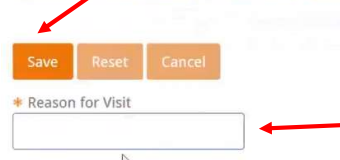
What is the reason for the visit?

Lookup a reason for this visit using the Search



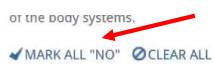
2.3 Enter reason for visit in new text box
2.4 Click Save

What is the reason for the visit?



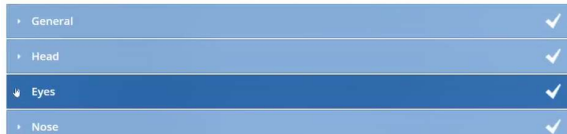
Body System Review

3.1 Select " MARK ALL NO"



Save Body System Information

3.2 Select body system that relates to reason for visit & answer questions in that section



Allergies & Medications

4.1 Click "ADD ALLERGY" and enter appropriate information

+ADD ALLERGY ←

No known allergies

Allergen _____ Symptoms _____ Type _____

There are currently no records to display

4.2 Click "ADD MEDICATION"

+ADD MEDICATION ←

No medication history

Medication _____ Directions _____

There are currently no records to display

4.3 Type medication name in search box and select appropriate dosage 4.4 Answer additional information about medication

* Search medications

e.g. Tylenol I ←

CLEAR SEARCH

How many pills or units are taken at a time

-- Select one --

What best describes the pills or units taken

4.5 Click "Save Medication" 4.6 Repeat steps until all medications are entered

How frequently is this medication taken (e.g., twice a c

-- Select one --

Please enter the reason for taking this medication:

←

Save Medication **Cancel**

Medical History

5.1 Click "ADD MEDICAL HISTORY"

Medical History Family History Surgical History

+ADD MEDICAL HISTORY ←

5.2 Indicate all current conditions from common conditions list

5.3 Add additional medical conditions

Medical Condition

Common Conditions

Anemia

Anxiety

Treating Physician

←

+ADD MEDICAL CONDITION

Family History

6.1 Click "ADD FAMILY HISTORY"

Medical History Family History Surgical History

+ADD FAMILY HISTORY ←

6.2 Answer appropriate medical history about family members

* Relationship to Patient

-- Select one -- ←

First Name

Enter a first name

Last Name

Surgical History

7.1 Click "ADD SURGICAL HISTORY"

Medical History Family History Surgical History

+ADD SURGICAL HISTORY ←

No surgical history

7.2 Select surgery from common conditions list or enter manually

Surgical Condition

←

Treating Physician

+ADD SURGICAL CONDITION

Tobacco & Alcohol History

8.1 Select "**ADD ALCOHOL HISTORY**"

8.2 Answer questions & select save

+ ADD TOBACCO HISTORY

Update Tobacco History

Have you ever used Chewing Tobacco?

Yes

No

Have you ever smoked Cigarettes?

Yes

No

8.3 Click "**ADD ALCOHOL HISTORY**" & answer appropriate questions

8.4 Click "**ADD CAGE QUESTIONNAIRE**" & answer questions

+ ADD ALCOHOL HISTORY

Alcohol Type

There are currently no records to display

CAGE Questionnaire

The CAGE questionnaire, is a mnemonic for atte about drinking, **G**uilt about drinking, and using **E** individuals with alcohol problems that may have

+ ADD CAGE QUESTIONNAIRE

GAD & PHQ

9.1 Answer questions in GAD section

GAD-7

Feeling nervous, anxious, or on edge

-- Select one --

Not being able to stop or control worry

-- Select one --

9.2 Answer questions in PHQ section

PHQ-2

Do you have little interest or pleasure in doing things?

-- Select one --

Do you feel down, depressed or hopeless?

-- Select one --

Complete Check-In

10.1 Click & complete any section without a **green checkmark**

- ✓ 1. What is the reason for the visit?
- ✓ 2. Body System Review
- ✓ 3. Have you been told you are allergic to a substance?
- ✓ 4. Are you taking any new medications?
- ✓ 5. Medical History
- ✓ 6. Family History
- ✓ 7. Surgical History
- ✓ 8. Tobacco History
- ✓ 9. Alcohol History
- ✓ 10. GAD-7
- ✓ 11. PHQ-2

10.2 Click "**Complete Check-In Process**"

Complete Check-in Process