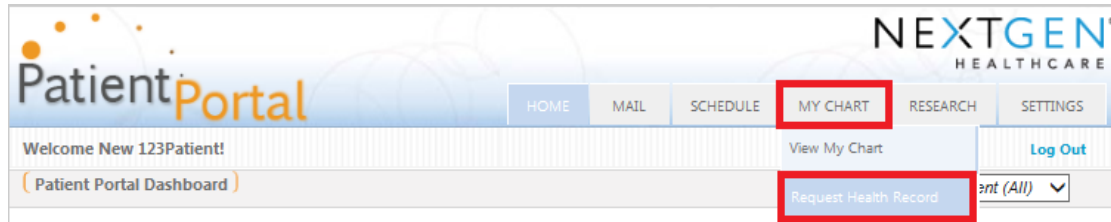


How to request your Personal Health Record on the Patient Portal

1. Open your Internet browser
 - a. Internet Explorer, Safari, Chrome or Firefox
2. Navigate to <http://www.nextmd.com>
3. Login with your username and password
4. Answer your security question
5. On the top-right side of the webpage, hover the mouse cursor over **My Chart & Click Request Health Record**




6. On the next screen, click **Submit** to request your health record.
*The practice will default to **Edward M Kennedy Community Health Center***

Request Personal Health Record

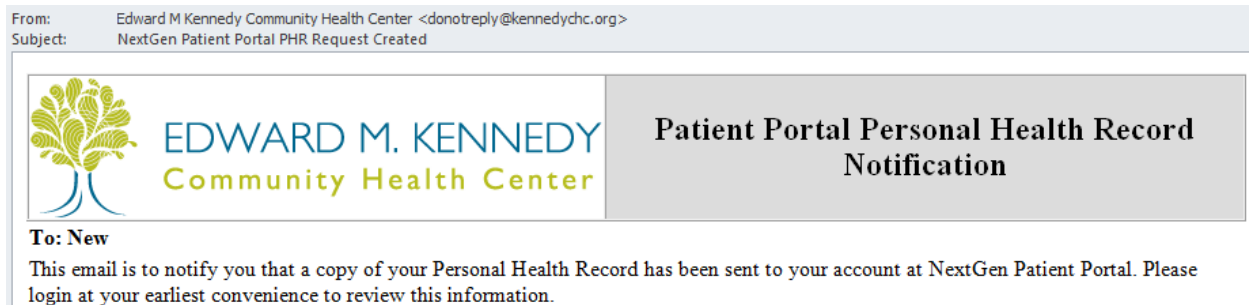
1) Select Practice and Patient

Please select the medical practice and the person on which behalf the request will be sent to the practice.

*Practice:

 This is only a summary of your health information.
If you have any questions, please contact your medical team at 800-853-2288.

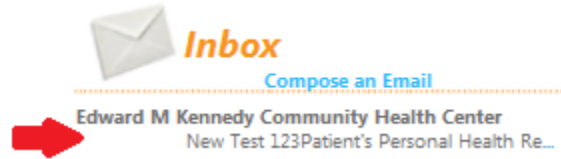
7. The next screen will show: “Your request has been successfully submitted”
 - a. You can also view this from your Sent Messages
8. The request can take up to 30 minutes to process. Once your health record is ready, you will receive an e-mail to notify you it is ready, example below.



9. After receiving notification that your Personal Health Record is available, follow steps 1-4 from above to log back into your patient portal

10. You can view your Personal Health Record by using one of two methods:

a. Click on the message in your **Inbox** to view your Personal Health Record, OR



b. On the top-right side of the webpage, click **My Chart**

