



NextGen Patient Portal CONSENT FORM (Adult and Child)

Patient Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Patient Email address: \_\_\_\_\_

Patient Phone Number: \_\_\_\_\_

Care Manager Email address: \_\_\_\_\_

\*\*Spouse / family representative accessing and managing a patient's portal account or parent accessing their child's portal account

(\*Please provide a personal email address to which you have consistent, frequent access; DO NOT use your workplace email address)

The Northwest Health Services (NHS) "Patient Portal" is a secure confidential easy to use website, administered and maintained by NextGen HealthCare on behalf of NHS. The portal uses encryption and gives 24 hour access to your medical record. Secure messages and information can only be viewed by someone entering the correct username and password to log into the Patient Portal site. We will assign you this login information upon completion of this form. From this portal you can:

- Request an appointment
- Obtain lab results
- View your medical history

- Request a medication refill (except controlled substances)
- Request and receive confidential messages from your provider
- View statements and pay your bills online

Once you have reviewed, signed and returned this form to NHS, you will be sent an instruction sheet via email that includes an activation code known as an enrollment token. The enrollment token will allow you to log into the system. You can access the Patient Portal page through our website at [www.nwhealth-services.org](http://www.nwhealth-services.org).

- For your ease of use and to maintain the security of your health information, you should:
- Advise us of any changes in your primary contact email address
- Use caution when communicating highly sensitive or personal information via Portal messages
- Always follow up your inquiry in person or over the phone if a portal inquiry is not responded to within a reasonable time
- Not allow anyone else to have access to your username and password
- Exercise caution when accessing the Patient Portal in public areas or using unsecured connections
- The Patient Portal is intended to save you time. It should never be used in an emergency situation.

Patient\Care Manager Acknowledgement and Consent: *(Please initial on the blanks below)*

- I acknowledge that I have read and fully understand the terms and conditions of utilizing Northwest Health Services Patient Portal as outlined and described in this consent form, and NextGen's Privacy Policy which you will need to accept the first time you log into portal. Initial: \_\_\_\_\_
- I hereby authorize NHS to release my health information via the Patient Portal in accordance with the documents listed above and NHS's Notice of Privacy Practices Initial: \_\_\_\_\_
- In order for this Consent Form to be valid, activation of my Patient Portal Account access feature must occur within thirty (30) days from the date of this Consent Form. Initial: \_\_\_\_\_
- I understand that I may discontinue my Patient Portal account at any time by contacting [portal@nwhealth-services.org](mailto:portal@nwhealth-services.org).
- Authorizations contained in this document are valid until revoked, by the patient, in writing per NHS protocol.

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian/Care Manager Signature

\_\_\_\_\_  
Date

Portal Accounts for Children are auto-disabled when child reaches 12 years of age.