PARAGON
ORTHOPEDIC CENTER

GRANTS PASS, OREGON

Welcome to the
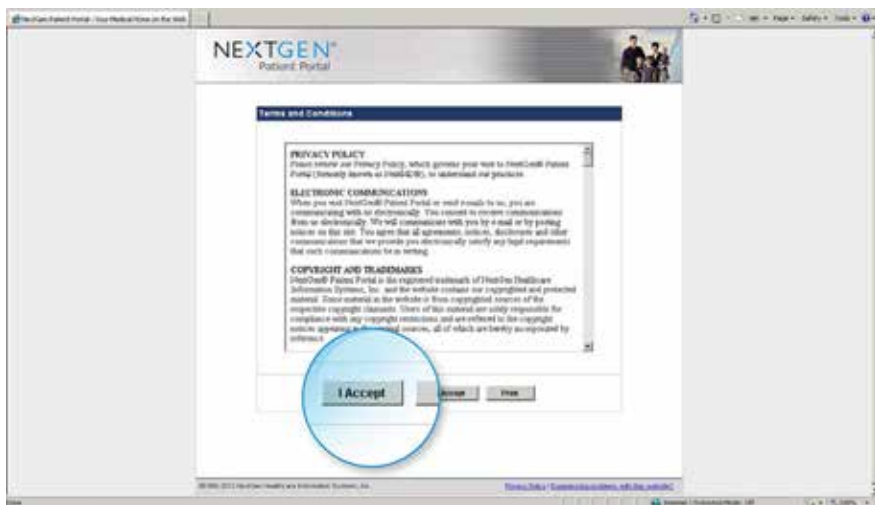**Paragon Patient Portal**

You're about to find out just how easy it can be to communicate with Paragon Orthopedic Center, schedule appointments, take control of your medical information, and more. Using this quick reference guide, find out how simple it is to start using the Portal. If you have questions about the Portal, please contact our office.

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How to Sign Up

You received an email with a link to the NextGen® Patient Portal from Paragon Orthopedic Center. To enter the Portal, follow this link. Review the Terms and Conditions, then click, **I Accept**.

Next, enter the security token you received from Paragon Orthopedic Center, as well as your email address, and click **Submit**.

If this is your first time using the Portal, click **Enroll Now** to create your user name and password. If you are an existing user and already have a user name and password, enter it, then click **Log In**.

Finally, answer a security question, and then click **Submit**.
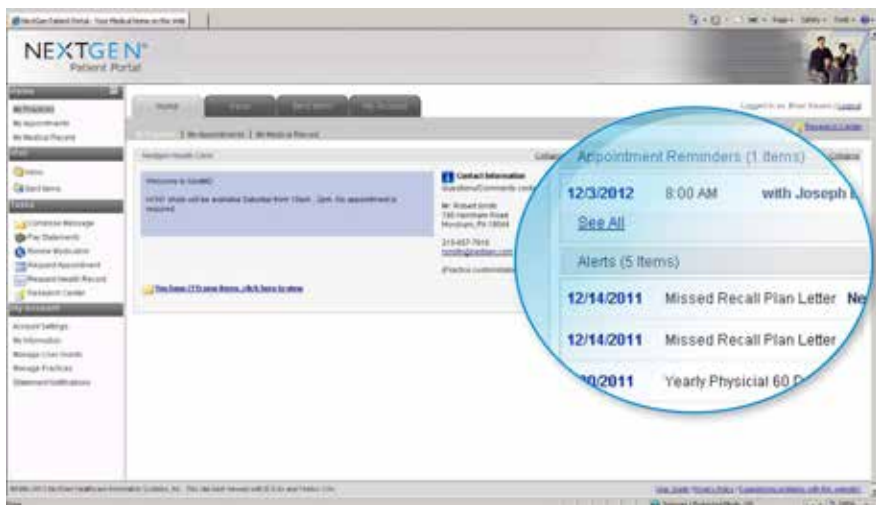
Congratulations! You're in the Portal.

From your **Greeting** screen, you can see your reminders
and alerts in the right-hand navigation bar. From here,
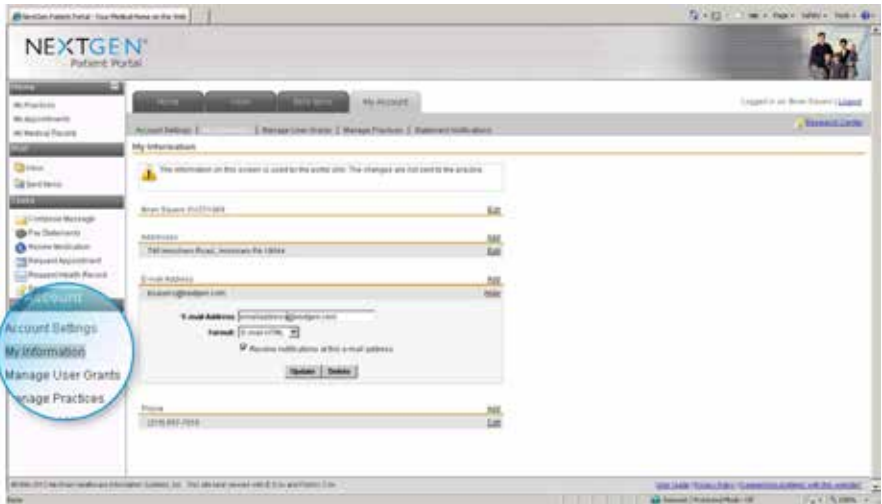you can access messages from Paragon Orthopedic Center.

Please note: when a new message is available in the Portal, you will also receive an alert sent via text or email to the personal account of your choice. To set up or change the type of notification you receive, in the left-hand navigation bar, under **My Account**, click **My Information**. From here, you can set your preferences.

How to Send a Secure Message

In the left-hand navigation bar, under **Tasks**, click **Compose Message**. Fill in your message just as you would with other common email applications and click **Submit**. Replies from Paragon Orthopedic Center will appear in your inbox.

How to Make/Confirm an Appointment

In the left-hand navigation bar, under **Tasks**, click **Request an Appointment**. Select your parameters. Click on **Address** to view Paragon Orthopedic Center on a map. When you are finished entering your information, click **Submit**.

How to Make a Payment

From the left-hand navigation bar, under **Tasks**, click **Pay Statement**. Enter your payment information and click **Make a Payment**. Once you successfully submit your payment, a confirmation screen will appear. You can print a receipt, if desired.
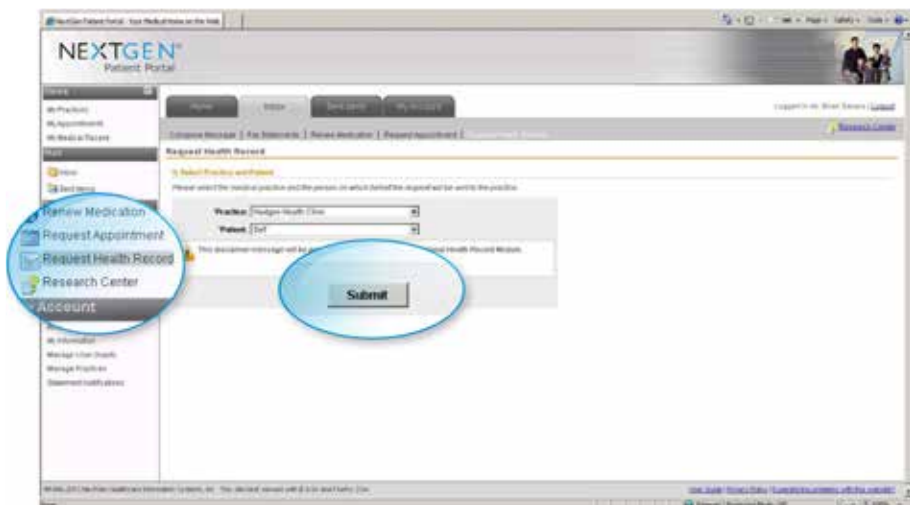
How to Renew Medication

From the left-hand navigation bar, click **Renew Medication**. You will see all active medications prescribed by Paragon Orthopedic Center. Fill in your medication information, and click **Submit**.
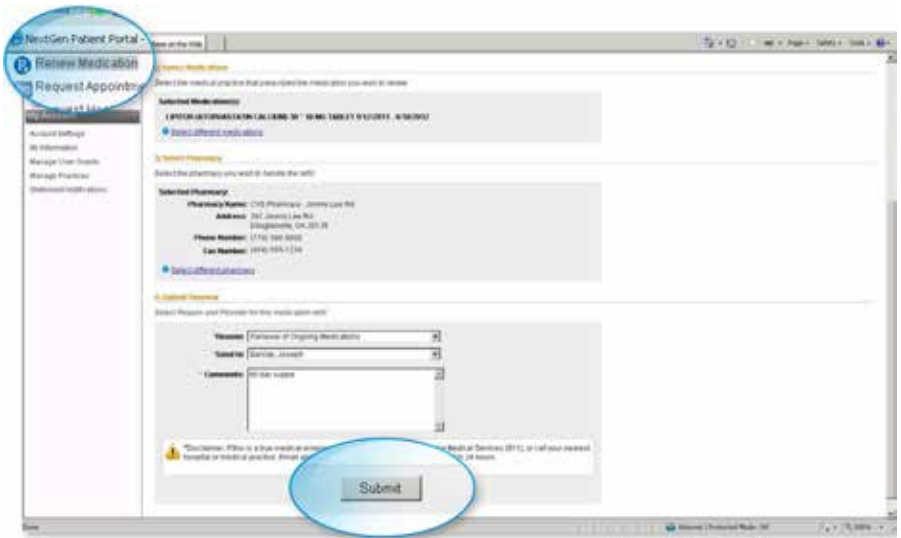
How to Request a Health Record

From the left-hand navigation bar, under **Tasks**, click **Request Health Record**. Enter your information and click **Submit**.

You will receive your record via the **My Medical Record** tab in the left-hand navigation bar. From here, you can export your record.

If you are a parent or guardian, you can request a record for your dependent. In the left-hand navigation bar, under **My Account**, click on **Manage User Grants**. Enter your information, and click "Submit."
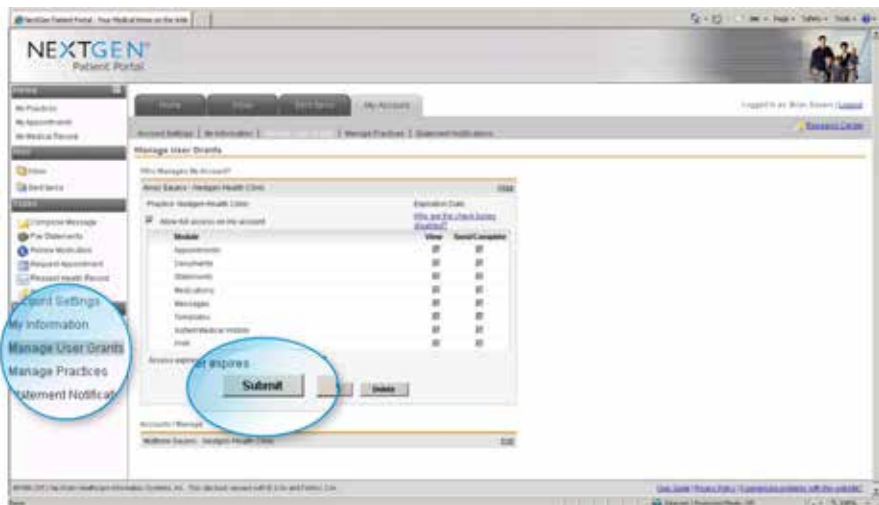
How to Access the Research Center

From the left-hand navigation bar, under **Tasks**, click **Research Center**. From here, access health-related information where you can search by topic of interest.

How to Change your Account Settings

From the left-hand navigation bar, under **My Account**, click **Account Settings**. From here, you can change your user name, password, security question, and more. When finished, click **Submit**.
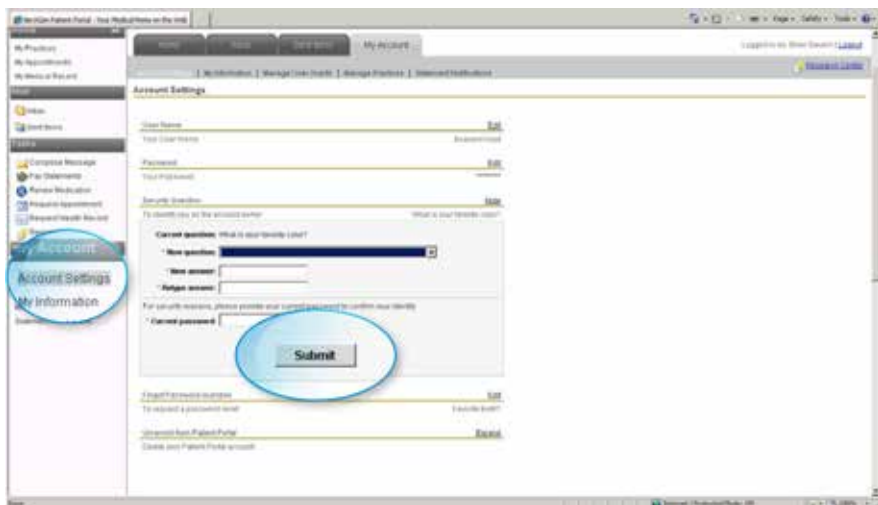
How to Manage your Practices

Your Portal account can link to Paragon Orthopedic Center using the NextGen Patient Portal website. In the left-hand navigation bar, under **My Account**, click **Manage Practices**. Enter your security tokens from Paragon Orthopedic Center, along with your email address, and click **Submit**.

PARAGON
ORTHOPEDIC CENTER

702 Southwest Ramsey Avenue #112
Grants Pass, OR 97527
www.paragonortho.net

541-472-0603