

MMH patient registration

How to register patients on ManageMyHealth **without** presenting to practice.

1. Identify existing patients who are eligible for registration

Enrolled patients who already have a recorded email address, and are aged 16 and over, can be contacted via text, email, or phone to start the registration process.

Contact enrolled patients who:

- Have an email address in their patient record, and are 16 years or over
- Are registered for MMH but not yet activated

Health Hawke's Bay have Medtech queries that can be used to identify these patients.

2. Contact eligible patients

Contact eligible patients and ask if they would like to sign up for MMH/patient portal

- Send a bulk text
- Send a bulk email
- Call patients

Important: Do not request email addresses during this process. To protect patient privacy you must be certain that the patient is registered using the correct email. Texting and requesting an email address poses a privacy risk, and potentially sending patient information to the wrong person.

3. Complete MMH Patient Registration

Once a reply has been received, go through the registration process for each patient.

Patient ID must be recorded during this step.

In Medtech32 go to:

ManageMyHealth > Patient Registration

1. Choose *Identification Type* from the dropdown box
2. Enter the number from the ID in the *Number* box.

If "known to me" was selected, enter the name of the person at the practice that has identified the patient.

Tip: Patients can email or text an image of their ID to the practice during this step.

3. Enter the patients email address twice (the first will be pulled from the patient record).
4. Check the Health Record Upload Settings. These settings show the practice's default settings.
5. Click Register
6. A pop-up window will display a registration confirmation statement, read this carefully. Click OK to accept the statement.

For assistance contact Health Hawke's Bay at info@healthhb.co.nz

Patient Registration (ManageMyHealth)

Web

MMH Q&A Webinar is scheduled for Wednesday 07 Aug @ 1.00pm. For info [click here.](#)

Patient Details

First Name: MICKEY
Last Name: MOUSE
Date of Birth: 01-01-2000
NHI: JDR1234
Email:

GP Name: Dr Sam Entwistle

Patient Identification

* Identification Type: Known to me
* Number:

Email / Username Details

* Email Address: micthemouse@xtra.co.nz
example: mickey.mouse@gmail.com
* Confirm Email Address:

Health Record Upload Settings

Health Summary

All Classifications
 All Medications
 Immunisations
 Medical Warnings

Services

Lab Results 01/01/1980 All Default
 Recalls

Consultation

Consultations 01/01/1980 All Default

Screening Terms

Screening setup

View Audit Register Close

Print Close Help

4. Send activation instructions

The patient must create a ManageMyHealth account AND enter the activation code to have access to their records.

- Click *Email instructions* to send the patient instructions on how to activate the practice and view their patient record. This will send immediately to the patient's registered email address.
- To view the instructions, click *Print Instructions*.

Important: The patient consents to using MMH by entering the activation code.

There may be a number of patients who have not completed the activation step. Health Hawke's Bay has a query to identify these patients.

Contact the patients and resend the activation email.

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Patient Details

First Name: MICKEY
Last Name: MOUSE
Date of Birth: 01-01-2000
NHI: JDR1234
Email: micthemouse@xtra.co.nz

GP Name: Dr Sam Entwistle
Patient Portal

Patient Portal Status

Date registered: 7/04/2020 11:40:27 a.m.
Activation code: 4214-2577-2184
Date activated:
Email verified:
Date last login:
Date last health record upload:

Registered by: Dr Sam Entwistle

Print Instructions
Email Instructions
Undo Registration

Health Record Upload Settings

Health Summary

All Classifications
 All Medications
 Immunisations
 Medical Warnings

Services

Lab Results 01/01/1980 All Default
 Recalls

Consultation

Consultations 01/01/1980 All Default

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View Audit
Close

Print Close Help

5. Sample patient instructions:

Thank you for registering for ManageMyHealth.

Your activation code is 0004-2577-6000

Please follow the instructions below to complete your registration:

If you are a first time user of ManageMyHealth:

- Visit <http://www.managemyhealth.co.nz/start>
- Specify your email id, the email used while registering for ManageMyHealth at HHB MMH Test Practice
- Specify your activation code, type the characters in picture in below text box and click the Activate button
- Choose a password and agree to Terms and Conditions and Click Complete Registration
- Check your email and click the verification link to complete the registration process

If you already have a ManageMyHealth account:

- Login to ManageMyHealth
- Click on My Account
- Click on My Health Centres
- Enter your activation code and click Verify button

For assistance contact Health Hawke's Bay at info@healthhb.co.nz