

SPECIALITY GUIDE

ManageMyHealth

Patient Registration

Module Reference | ManageMyHealth
Version Reference | Medtech32

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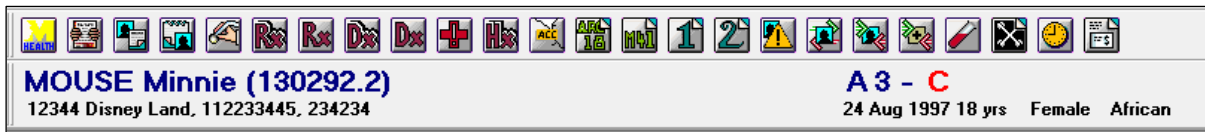
Overview

ManageMyHealth™ requires that patients register using a unique username and password to ensure security and privacy of their health information. This guide details the registration process.

ManageMyHealth™ Icon Colour

For patients not registered for the Patient Portal, the MMH icon is Orange.

For patients who are registered in Medtech32 and not activated in ManageMyHealth™, the MMH icon will be displayed in Yellow. Once activated, the icon will display in Green.



ICON COLOURS FOR PATIENT ACTIVATION STATUS

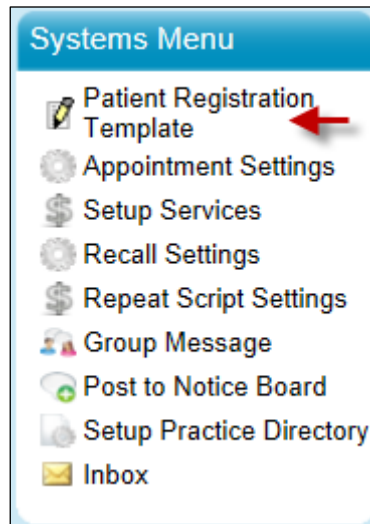
Patient Activation status	Current icon colour	New icon colour
Not in ManageMyHealth™/Suspended from ManageMyHealth™	Orange	Orange
SEHR/Medic Alert/Beating the Blues	Blue	Blue
Registered in Medtech Evolution and not activated in ManageMyHealth™	Green	Yellow
Registered in Medtech Evolution and activated in ManageMyHealth™	Green	Green

Setting Up the Patient Registration Template

Health Centres are now able to set up their own patient registration templates on ManageMyHealth™.

To set up the template, the user must be registered as a Health Centre administrator on ManageMyHealth™.

Click on **Patient Registration Template** under the **Systems Menu** to edit or view the template:



Page one of the template includes the instructions to the patient to enable them to complete the registration process; this page does not need to be edited.

Page two includes some default Terms and Conditions. Each Health Centre is able to edit the Terms and Conditions to reflect their requirements.

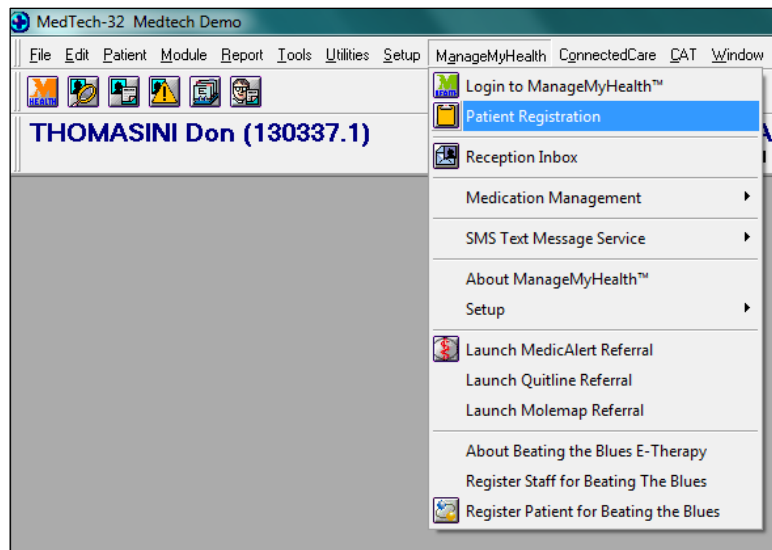
The template can be published by clicking '**Save & Publish Template**'.

✓ Save & Publish Template

Registering a Patient for the Patient Portal

Registering a patient for ManageMyHealth™ is a simple process.

1. With the required patient on the palette, go to **ManageMyHealth ► Register Patient**.



2. Enter the **Patient Identification** details; if selecting 'Known to me', then enter your initials in the **Number** field.
3. Enter the patient's email address and verify the email address.
4. Select the Health Record Upload Settings.
5. Click the '**Register**' button.

Patient Details

First Name: RAYMOND GP Name:
Last Name: GEORGE Location Name: Location M
Date of Birth: 10-09-1989
NHI:

Patient Identification

* Identification Type: Known to me
* Number: Known AW

Email / Username Details

* Email Address: george1@mmh-demo.com
example: mickey.mouse@gmail.com
* Confirm Email Address: george1@mmh-demo.com

Health Record Upload Settings

Health Summary

All Classifications
 All Medications
 Immunisations
 Medical Warnings

Services

Lab Results 31/01/1980 All Default
 Recalls

Consultation

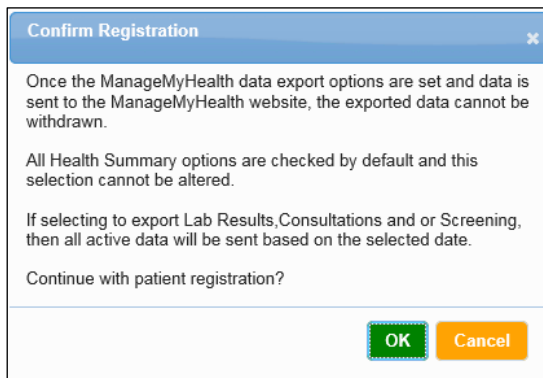
Consultations 23/06/2016 All Default

Screening Terms

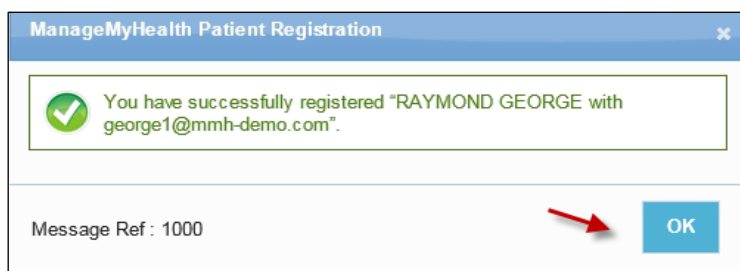
Screening setup

Register **Close**

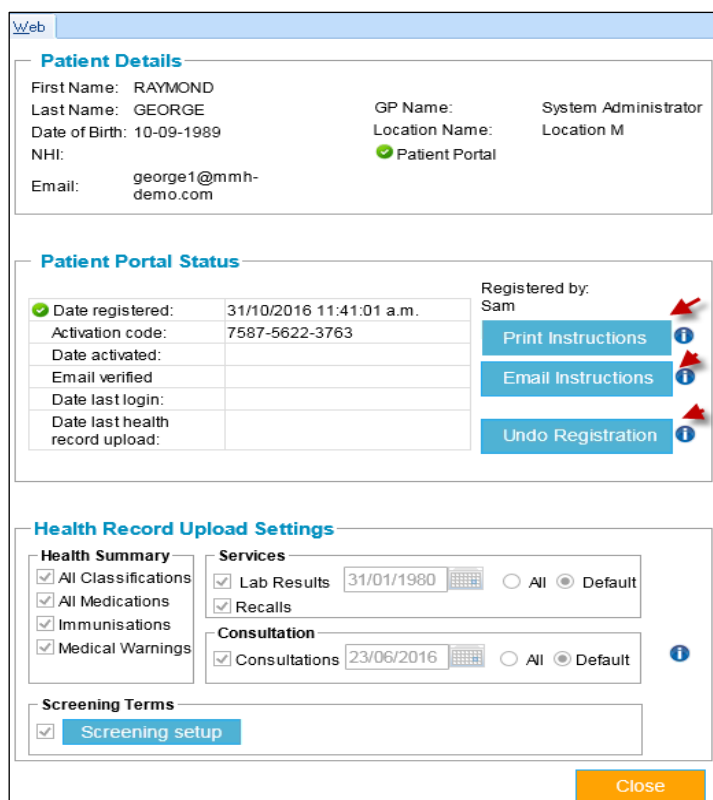
The following window will be displayed.



6. Click 'OK' to continue the registration process.
7. After receiving a confirmation message, click 'OK'.



The following screen will be displayed:



Print Instructions – a printout can be generated to give the activation details, including the code, to the patient. A printout may not be required as the patient can be sent an email with all details. However, the practice may require them to sign the document so it can be scanned against the Patient Record. Alternatively, the document can be emailed to the patient at their registration email address.

Email Instructions – sends a copy of the activation details to the email the patient registered with. This function can be used if the patient requires any additional copies.

Undo Registration – allows deletion of the registration prior to the patient activating their account.

The registration process now complete. However, the patient will need to activate their account.

How to Suspend the Registration

If the patient leaves the Health Centre, the registration can be suspended.

8. Go to **ManageMyHealth ► Patient Registration** to open the Patient Registration Form.
9. Click 'Suspend Registration'.

The screenshot shows a web interface for patient registration. It is divided into several sections:

- Patient Details:** Displays personal information for Raymond George, born 10-09-1989. It includes fields for GP Name (System Administrator), Location Name (Location M), and a checked 'Patient Portal' status. The email is george1@mmh-demo.com. A 'Change Email' button is present.
- Patient Portal Status:** A table showing registration and activation dates (31/10/2016), an activation code (7587-5622-3763), and a verified email. It also shows the user registered by (System Administrator) and a 'Reset Upload' button.
- Health Record Upload Settings:** Contains checkboxes for 'All Classifications', 'All Medications', 'Immunisations', and 'Medical Warnings'. It also has sections for 'Services' (Lab Results, Recalls) and 'Consultation' (Consultations) with date pickers and radio buttons for 'All' or 'Default'.
- Screening Terms:** A checkbox for 'Screening setup' is checked.
- Bottom Buttons:** A green 'Suspend Registration' button and an orange 'Close' button. A red arrow points to the 'Suspend Registration' button.

How to Re-register the Patient for the Patient Portal

After suspending a patient for any reason, the Health Centre can re-register the patient at any time.

10. Go to **ManageMyHealth ► Patient Registration** to open the Patient Registration Form.

11. Click 'Re-register'.

The screenshot shows a web browser window with a patient registration form. At the top, a red error message states "Account has been suspended." The form is divided into several sections: "Patient Details", "Patient Portal Status", "Health Record Upload Settings", and "Screening Terms".

Patient Details

First Name:	RAYMOND	GP Name:	System Administrator
Last Name:	GEORGE	Location Name:	Location M
Date of Birth:	10-09-1989	<input checked="" type="checkbox"/> Patient Portal	
NHI:			
Email:	george1@mmh-demo.com		

Patient Portal Status

<input checked="" type="checkbox"/> Date registered:	31/10/2016 11:41:01 a.m.	Registered by: System Administrator
Activation code:	7587-5622-3763	
<input checked="" type="checkbox"/> Date activated:	31/10/2016 11:57:15 a.m.	
<input checked="" type="checkbox"/> Email verified		
Date last login:		
Date last health record upload:		

Health Record Upload Settings

Health Summary	Services
<input checked="" type="checkbox"/> All Classifications	<input checked="" type="checkbox"/> Lab Results 31/01/1980 <input type="radio"/> All <input checked="" type="radio"/> Default
<input checked="" type="checkbox"/> All Medications	<input checked="" type="checkbox"/> Recalls
<input checked="" type="checkbox"/> Immunisations	Consultation
<input checked="" type="checkbox"/> Medical Warnings	<input checked="" type="checkbox"/> Consultations 23/06/2016 <input type="radio"/> All <input checked="" type="radio"/> Default

Screening Terms

<input checked="" type="checkbox"/> Screening setup

At the bottom of the form, there are two buttons: a green "Re-register" button with an information icon and a red arrow pointing to it, and an orange "Close" button.

How to Reset the Upload to the Patient Portal

At any time the Health Centre can reset the patient's Health Summary data upload. This is not required unless there is a disruption to the Health Centre internet connection at the time of changing the patient's record.

12. Go to **ManageMyHealth ► Patient Registration** to open the Patient Registration Form.
13. Click 'Reset Upload'.

The screenshot shows a web browser window with the following sections:

- Patient Details:** First Name: RAYMOND, Last Name: GEORGE, Date of Birth: 10-09-1989, NHI: (blank), Email: george1@mmh-demo.com, GP Name: System Administrator, Location Name: Location M, and a checked box for Patient Portal. A 'Change Email' button is present.
- Patient Portal Status:** A table with columns for status (checked) and date/time. The 'Reset Upload' button is highlighted with a red arrow.
- Health Record Upload Settings:** Includes checkboxes for Health Summary (All Classifications, All Medications, Immunisations, Medical Warnings), Services (Lab Results, Recalls), and Consultation (Consultations). Dates are provided for Lab Results (31/01/1980) and Consultations (23/06/2016). Radio buttons for 'All' and 'Default' are also present.
- Screening Terms:** A checkbox for 'Screening setup' is checked.
- Buttons:** 'Suspend Registration' (green) and 'Close' (orange) buttons are at the bottom.

Changing the Email Address

If a patient requests a change of email, they can do this from within their account. The patient will need to logon, then go to **My Account** and use the **Update Email** link.

The Health Centre can update the patient's email if requested.

1. Go to **ManageMyHealth ► Patient Registration** to open the Patient Registration Form.
2. Click 'Change Email'.

The screenshot shows a web interface for patient registration. It is divided into three main sections: Patient Details, Patient Portal Status, and Health Record Upload Settings. At the bottom, there are buttons for 'Suspend Registration' and 'Close'. A red arrow points to the 'Change Email' button in the Patient Details section.

Patient Details	
First Name:	RAYMOND
Last Name:	GEORGE
Date of Birth:	10-09-1989
NHI:	
Email:	george1@mmh-demo.com
GP Name:	System Administrator
Location Name:	Location M
	<input checked="" type="checkbox"/> Patient Portal
	Change Email

Patient Portal Status	
<input checked="" type="checkbox"/> Date registered:	31/10/2016 11:41:01 a.m.
Activation code:	7587-5622-3763
<input checked="" type="checkbox"/> Date activated:	31/10/2016 11:57:15 a.m.
<input checked="" type="checkbox"/> Email verified	
Date last login:	
Date last health record upload:	
Registered by:	System Administrator
	Reset Upload

Health Record Upload Settings	
Health Summary	Services
<input checked="" type="checkbox"/> All Classifications	<input checked="" type="checkbox"/> Lab Results <input type="text" value="31/01/1980"/> <input type="radio"/> All <input checked="" type="radio"/> Default
<input checked="" type="checkbox"/> All Medications	<input checked="" type="checkbox"/> Recalls
<input checked="" type="checkbox"/> Immunisations	Consultation
<input checked="" type="checkbox"/> Medical Warnings	<input checked="" type="checkbox"/> Consultations <input type="text" value="23/06/2016"/> <input type="radio"/> All <input checked="" type="radio"/> Default
Screening Terms	
<input checked="" type="checkbox"/> Screening setup	

[Suspend Registration](#) [Close](#)

3. Enter the patient's new email details.
4. Click 'Change Email'.

The screenshot shows a dialog box titled 'Change Email Address'. It contains three input fields: 'Old email address' (pre-filled with 'george1@mmh-demo.com'), 'New email address' (with an asterisk), and 'Confirm email address' (with an asterisk). At the bottom, there are two buttons: 'Change Email' and 'Cancel'.

NOTE: the patient should be notified that they will receive a confirmation link to their New Email Address to complete the process.

Resending an Activation Link

The final part of the registration process requires patients to verify their registration. This is done through an email link sent to their registration email.

If the patient has deleted this activation email without verifying, it is now possible to resend the Verification link using the '**Resend Email**' button.

Click '**Yes**' to resend the verification email

