

# SPECIALITY GUIDE

## ManageMyHealth

### Recall Reminders

**Module Reference | ManageMyHealth**  
Version Reference | Medtech32

# TABLE OF CONTENTS

Overview.....	3
How to Register Staff .....	3
Staff Activation.....	6

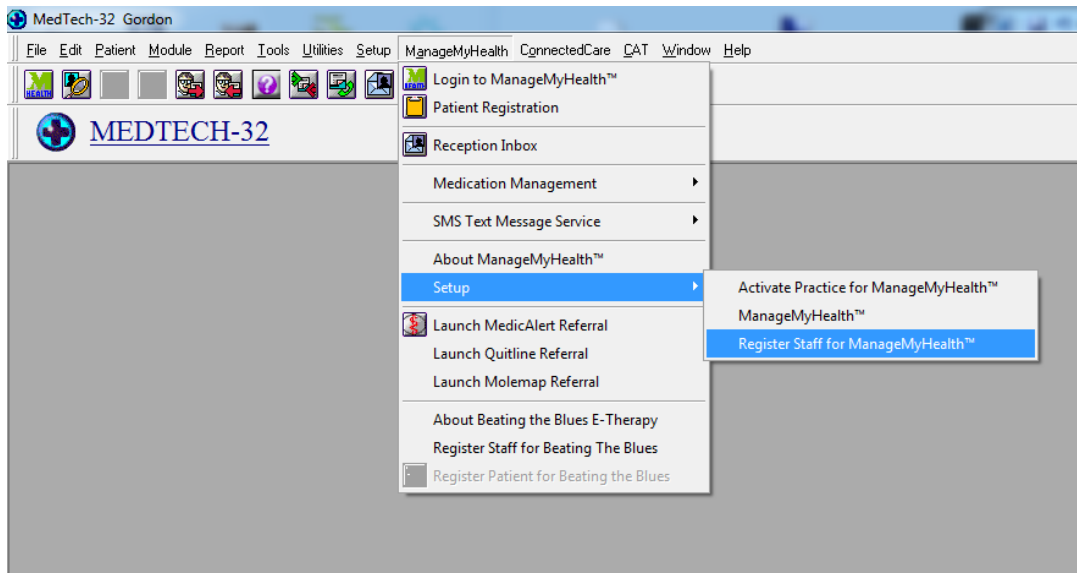
# Overview

The following guide details the process for registering staff to ManageMyHealth Depending on the permissions granted staff can carry various functions.

## HOW TO REGISTER STAFF

The registration process for staff members is fast and simple

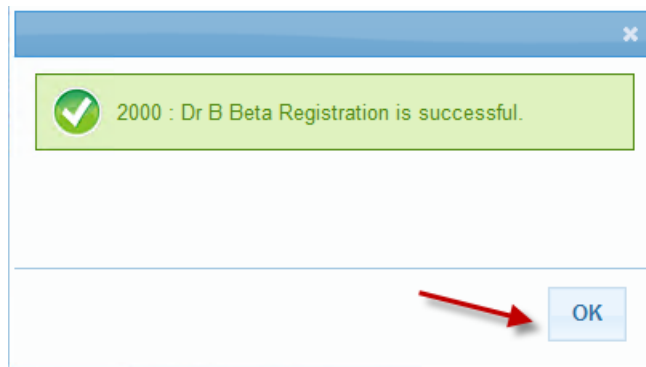
1. Select ManageMyHealth > Setup > Register Staff for ManageMyHealth



2. The Following Screen will be displayed. Select the required staff member from the drop down list. If staff member is utilising MMH in multiple locations you can mark the same staff members by ticking the box and this will register all alias under the same email address. Enter the email address the staff member wished to register under in the ManageMyHealth username area. Verify the Email address

3. Select Security permissions Admin, Clinical, or Reception.
4. Click on Register

The following popup will be displayed.



5. Click OK.

**Staff Registration (ManageMyHealth)**

**ManageMyHealth Staff Registration**

**Select Staff**

Clinical Staff  Non Clinical Staff

Staff Name :

Please select any other location(s) wish to link this ManageMyHealth Registration

<input type="checkbox"/> Kate Wilson(KWN) - 1111	Baverstock Test Practice(N)
<input type="checkbox"/> lane(JK)	Richmond Test Practice(M)
<input type="checkbox"/> lane(JK)	Baverstock Test Practice(N)
<input type="checkbox"/> Mark Webber Nurse(MW)	Baverstock Test Practice(N)
<input type="checkbox"/> Sam Quest(SQ)	Baverstock Test Practice(N)
<input type="checkbox"/> test(SCA)	Richmond Test Practice(M)
<input type="checkbox"/> Test O'Henry(TO)	Richmond Test Practice(M)

**Registration Details**

ManageMyHealth Activation Code : 3146-8277-83 [Print Instruction](#)

Registration Status : Registered to ManageMyHealth but not activated yet

**Email / Username Details**

Email Address :

Verify Email Address :

**ManageMyHealth Permissions - Select Role**

Reception  Clinical  System Admin

[Update Staff Details](#) [Deactivate Staff Account](#) [Close](#)

- You can now click Print Instructions and give a printout of the activation code and instructions to the staff member,

This ends the administrative role in registering a staff member. However the staff member will need to activate themselves in ManageMyHealth.

## STAFF ACTIVATION

The next step is for staff to log into ManageMyHealth, and activate their account.

1. Access <http://www.managemyhealth.co.nz>
2. Click on Activate Account Now

The screenshot shows the ManageMyHealth website homepage. At the top left is the 'MANAGE MY HEALTH' logo. To its right is a search bar with the text 'Enter search keyword here' and a magnifying glass icon. Further right, the date and time are displayed as 'Mon, November 05, 2012 04:46:58 p.m.' and there is a 'Change Appearance' dropdown menu set to 'Sky'. Below the search bar, there are radio buttons for 'GP' (selected) and 'Health Centre'. A breadcrumb trail reads 'Home > HomePage'. On the left side, there is a 'Main Menu' with links: Home, About ManageMyHealth, Individual, General Practitioner, Health Organisation, Find a GP, How to Register, FAQ, Contact us, and Site Help. The central content area features a large banner titled 'Freedom to Manage Your Health and Wellness Online'. The banner includes a red apple with the 'MANAGE MY HEALTH' logo on it, held in a hand. Below the apple, text reads: 'ManageMyHealth™ is a new online service that gives you the freedom to manage your health needs and that of your family anytime, anywhere.' To the right of the apple are four green boxes with icons and text: 'Safe and secure way to manage health online', 'Access and maintain medical records', 'Connecting clinicians with patients online', and 'Securely share patient medical information'. On the left side of the banner, there is a section for 'Existing Members' with a 'Secure Login' button and a link for 'Not a member? Activate account now'. A red arrow points from this link to the 'Activate account now' link in the banner. Below the banner are three promotional boxes: 'Increase Practice Efficiency' with a doctor and patient icon and text 'Connecting clinicians with patients online to enhance practice efficiency and effectiveness.'; 'beating the blues' with the logo and text 'Beating the Blues® is available for FREE as part of your treatment to beat depression and anxiety from your GP. + Learn More' and buttons for 'Activate Account' and 'Login'; and 'MedicAlert® profile' with the logo and text 'Access and maintain MedicAlert® profile online. + Learn More'.


3. Enter the activation details as shown in the printout or email that was sent.
4. Type in the characters in the picture

**Main Menu**

- Login
- Activate Now
- Forgot Password

**Activate now**

Enter your E-mail address and activation code received by your Health centre. ?

E-mail address	Jennifer.wilson@mmh-demo.com <small>ex: John@example.com</small>
Activation code	6181 - 6241 - 62
Type the characters you see in the picture	
	9YUY
	<input type="button" value="Activate"/> <input type="button" value="Clear"/>

**Didn't receive verification email**

If you haven't received your verification email:

- Check your Spam or Bulk Mail folders**  
It's possible that the account verification email we tried to send you was caught by your email's spam or bulk mail filter. If you don't find the email in these folders, add notify@managemyhealth.co.nz to your address book or the list of allowed addresses on your filter, then request a new verification email.

[Site Help](#)

5. Click activate and the following screen will appear.

[Home](#) > [Main Menu](#) > [Satff Activation](#)

**Main Menu**

- Login
- Activate Now
- Forgot Password

**Register Now!**

**Complete your Registration now**

To register, please complete the form below.  
Already registered? Click here to [sign in](#)

**Personal Details** \* Required fields

First Name *	Jennifer
Last Name *	Wilson
Preferred Name *	Jennifer Wilson
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Date of Birth *	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/> ?

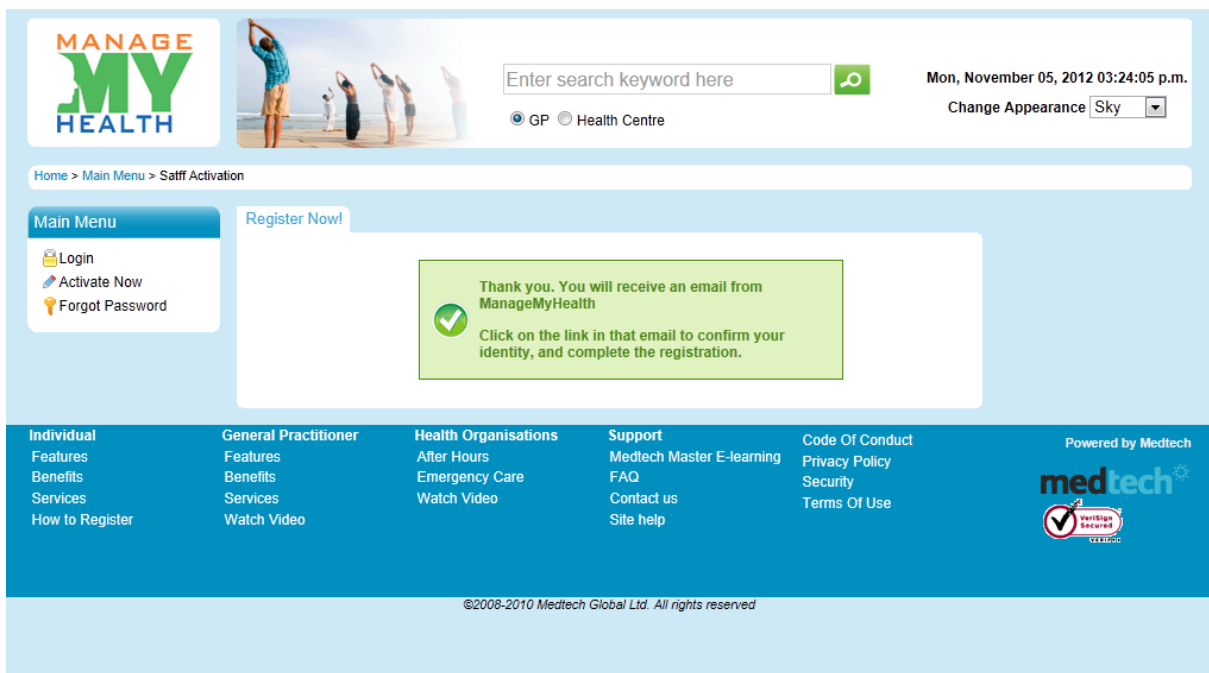
**Login details**

E-mail/User name *	jennifer.wilson@mmh-demo.com
Password *	●●●●●●
Confirm Password *	●●●●●●

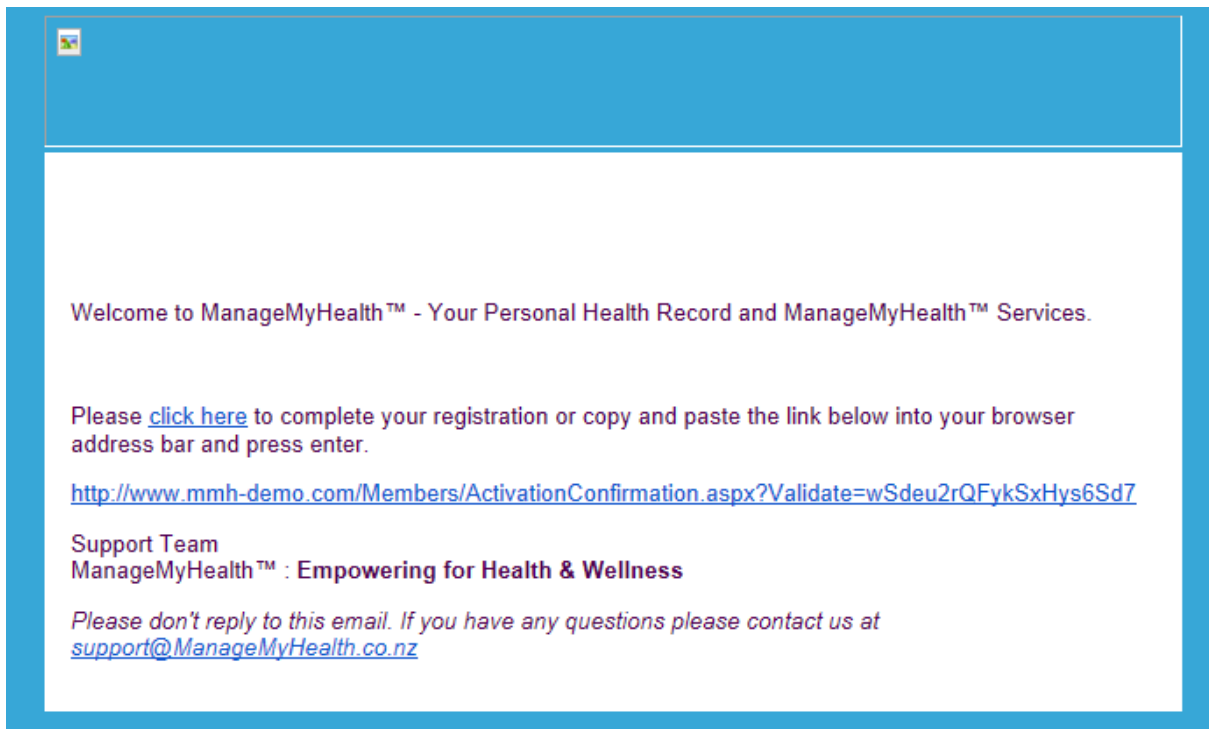
[accept Terms & Conditions and Privacy Statement](#)

6. Confirm the details and enter any further information. Enter a password and accept the terms and conditions. Then click complete registration.

7. The following sceen will be displayed.



On opening your email a screen like this will be displayed asking you to click on a link in the email that was sent to you.



8. Select Click here and the following screen will be displayed.



The screenshot displays the ManageMyHealth website interface. At the top left is the 'MANAGE MY HEALTH' logo. To its right is a search bar with the placeholder text 'Enter search keyword here' and a magnifying glass icon. Further right, the date and time are shown as 'Wed, November 21, 2012 12:48:30 p.m.' and a 'Change Appearance' dropdown menu is set to 'Sky'. Below the search bar, there are radio buttons for 'GP' (selected) and 'Health Centre'. A breadcrumb trail reads 'Home > Main Menu > Activation Confirmation'. On the left, a 'Main Menu' sidebar contains links for 'Login', 'Activate Now', and 'Forgot Password'. The central content area, titled 'Activation Confirmation!', features a green box with a checkmark icon and the text: 'Congratulations! You have completed your registration successfully with ManageMyHealth.co.nz. Please Click here to Login'. The footer is a blue bar with navigation links for 'Individual', 'General Practitioner', 'Health Organisations', 'Support', and 'Code Of Conduct'. It also includes the 'Powered by Medtech' logo and a 'VeriSign Secured' badge. A copyright notice at the bottom reads '©2008-2010 Medtech Global Ltd. All rights reserved'.

9. The staff member is now activated for ManageMyHealth