




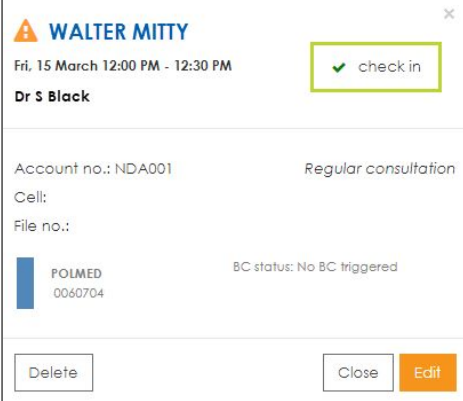
myMPS

How to guide

Using the Waiting Room

1. When the patient arrives, select the appointment, a summary of the appointment will pop up. Click '**check in**'.

If you see a  symbol next to the patient name, it means that there is a warning on the patients account showing an outstanding amount. Hover over the warning symbol for more information.



WALTER MITTY
Fri, 15 March 12:00 PM - 12:30 PM
Dr S Black

Account no.: NDA001 Regular consultation
Cell:
File no.: POLMED 0060704 BC status: No BC triggered

Delete Close Edit

Note: At the bottom of the window, you will notice a coloured block next to the Medical Aid details. The same colour will appear next to the patient in the calendar timeline. The colour of the block will indicate the **Benefit Check** response. The colours and meanings are as follows:

Colour	Meaning
Green	Fully covered.
Yellow	Partially covered. There will be a patient liable portion.
Orange	Not covered. Inform the patient that there are no funds available and discuss payment methods.
Red	Rejected. Benefit Check was rejected due to invalid patient information. Correct the patient information and resubmit.
Grey	Awaiting response. A response will be received the same day, during business hours.
Blue	No benefit check triggered. Not enough information or cash.

When adding or editing an appointment, at the bottom of the window, you will see **'Show benefits check lines'**.

Clicking on that will show you the **Tariff Codes** that are being used for the **Benefit Check**. You are able to edit this by clicking the **'add line'**.

The screenshot shows the 'Edit Appointment' window with the following details:

- Branch: Bryanston
- Date/Time: Thu, 06 Jun 07:30 AM
- Duration: 10 min
- Provider: Dr Fred Jacobs
- Search for new patient in Healthbridge community:
- Name: Quelin
- Surname: Govender
- Cellphone: 073 123 9876
- Account type: Medical aid
- Visit type: Regular consultation
- Appointment note: Enter any appointment info
- Note to provider: Send note to Dr App
- Scheme: DISCOVERY KEYCARE
- Plan: KEYCARE
- Option: PLUS (PRIMARY)
- Member no.: 2400341
- Dep. code: 00
- Date of birth: 31/03/1964
- File number: (empty)

Below the form is a table of tariff codes:

Tariff Code	Diagnosis	Amount
0190 - New and established patient: Consultation/visit of n...	Z03.9	R 191.20
0084 - Film costs: in the case of radiological items where fl...	Z03.9	R 200.00
Total		R 391.20

- If the patient is an existing patient, **myMPS** will check the patient in and add them to the **'Waiting room'**.
- If the patient does not have an appointment, click the **'add walk-in'** button. This will bring up the **'Walk in patient'** appointment window where you will be able to create an appointment for them.
- Alternatively, if the patient is not an existing patient, **myMPS** will ask you if you would like to add them as a patient.

The screenshot shows the 'Waiting room' window with the following details:

- Patient Name: Edna Mode
- Insurance: DISCOVERY
- Status: check out
- Buttons: ↑ ↓
- Button: + add walk-in

The screenshot shows the 'New patient: Francis Harolds' window with the following details:

- Message: This is a new patient. Do you want to create a new account, or add the patient to an existing account?
- Option: Nothing selected
- Options: Create new account, Add to existing account

- Select which action you would like to perform and click **'Proceed'**.