myMPS
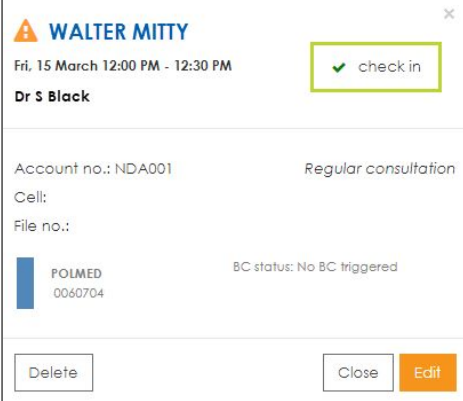# How to guide

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   ✔ check in
Dr S Black

Account no.: NDA001   *Regular consultation*
Cell:
File no.:

POLMED   BC status: No BC triggered
0060704

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**'.

2. If the patient is an existing patient, **myMPS** will check the patient in and add them to the '**Waiting room**'.
3. 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.

4. Alternatively, if the patient is <u>not</u> an existing patient, **myMPS** will ask you if you would like to add them as a patient.

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

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