



# myMPS How to guide

## Adding an appointment to the Calendar

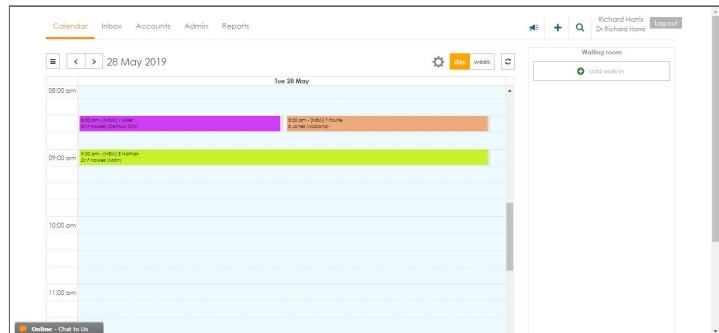
1. To add an appointment to the calendar, click in the selected time slot.

You will be presented with the appointment window.

2.
  - 2.1. Click on the **'time'** to open the time selection window. Select the hour and the minutes for the appointment.
  - 2.2. Select the **'Provider'** and length of the appointment.  
**For multi-branch practices:** you will also need to select the **'Branch'** that the patient will be visiting. Only providers linked to a specific branch will be available when selecting the provider.
  - 2.3. Select the patient by typing in Name, Surname, Cell no or date of birth in the search block. **myMPS** will bring up a list of all patients that meet those parameters.  
 Once you select your patient, the details that are on record for them will populate in the template.  
 Alternatively, if you select **'Search for new patient in Healthbridge community'**, enter the patients full medical aid number and **myMPS** will populate with information already on file for saved patients.
  - 2.4. If the patient is not a current patient at your practice, enter the required information and click **'Save'**.
  - 2.5. If you want to book out time in the diary for a specific provider, click on the **'Provider unavailable'** tab. This will allow you to book a block of time and add a reason.

**Note:** If you are in 'Single provider selection' view on the calendar, when you click to create an appointment, **myMPS** will use those provider details as the provider details when capturing the appointment.

3. The patient's appointment will then show in the calendar.



**Note:** Next to each appointment you will see a coloured line which reflects the status of the patients **Benefit Check**. Please see below, in the next 'Note' block, for the meaning of the colours.

