



myMPS

How to guide

Adding an appointment to the Calendar

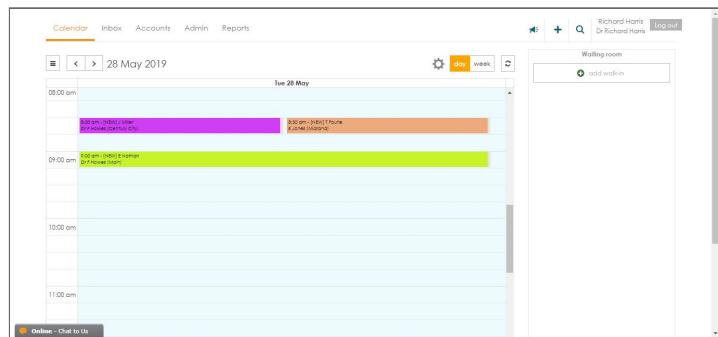
1. To add an appointment to the calendar, click in the selected time slot.

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.

