



myMPS

How to guide

Adding a patient

1. To add a new patient, click on the '**Accounts**' tab.
2. Ensure that the '**Search Accounts**' menu option is highlighted.

3. Click on '**add new account**', this will bring up the '**Find Members**' page.

Tip: When adding a new patient, you have three options. You can:

- Do a **Family Check** and import any patients linked to a particular medical aid number.
- Search for them in the **Healthbridge Community**. This will return any results for patients that may have been to a doctor on the Healthbridge network. To save yourself time, search the Healthbridge community first.
- Create the account yourself without searching for them, or, if searches return no results.

How to do a Family Check

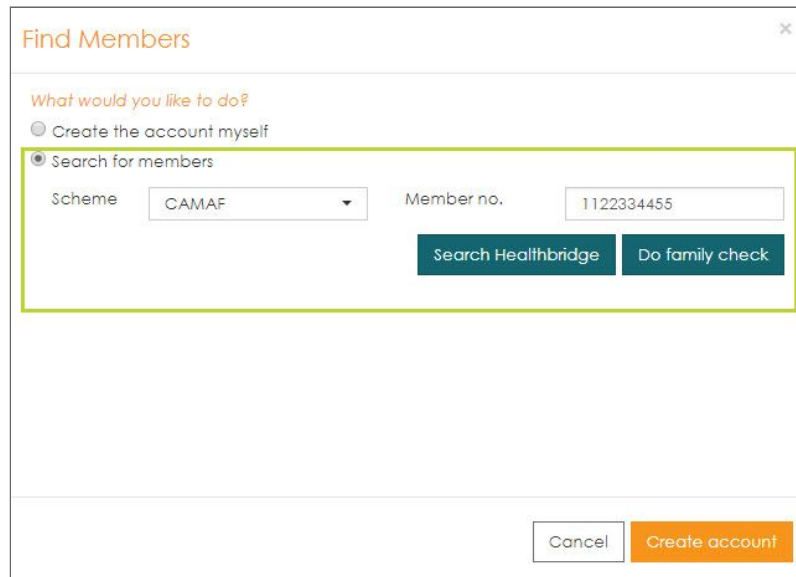
There are two ways to complete a **Family Check**:

- When adding a new patient, or
- When updating an existing patients' account details.

Family Check when adding a new patient

1. On the '**Search account**' page on the '**Accounts**' tab, click on '**add new account**'.
2. The '**Find Members**' page will pop up.
3. Select the '**Search for members**' button, select the '**Scheme**' name and enter the '**Member no.**', then click '**Do family check**'.

myMPS will then return a result of all patients linked to that medical aid number.



Find Members

What would you like to do?

☐ Create the account myself

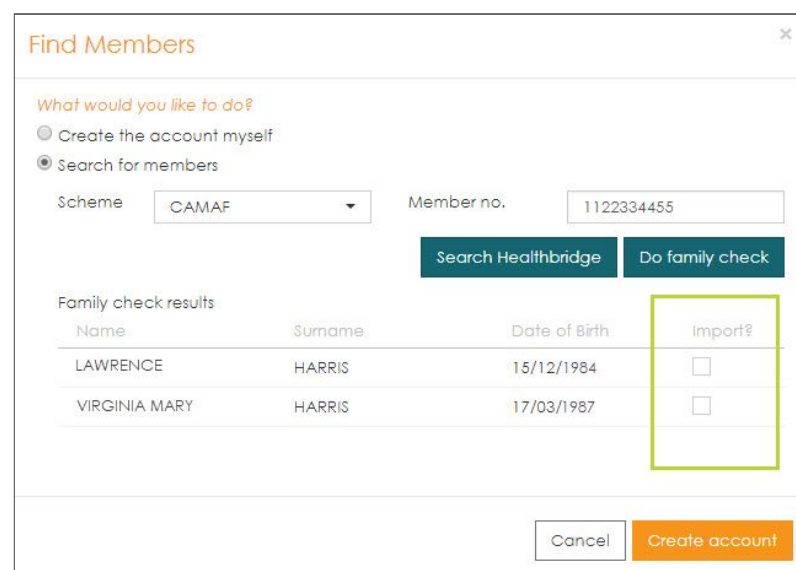
☒ Search for members

Scheme: CAMAf Member no.: 1122334455

Search Healthbridge Do family check

Cancel Create account

4. Select the '**Import?**' checkbox and click on '**Create account**'.



Find Members

What would you like to do?

☐ Create the account myself

☒ Search for members

Scheme: CAMAf Member no.: 1122334455

Search Healthbridge Do family check

Family check results

Name	Surname	Date of Birth	Import?
LAWRENCE	HARRIS	15/12/1984	<input type="checkbox"/>
VIRGINIA MARY	HARRIS	17/03/1987	<input type="checkbox"/>

Cancel Create account

Your new patients will be linked to your practice and appear on the '**Search accounts**' page.

Family Check when updating an existing patients account details

1. On the '**Search account**' page on the '**Accounts**' tab, click on the patient you would like to link a dependant to.

Account Details

Account holder: Edna Mode

Account no.: MOD001

Account type: Medical aid

Scheme (i): DISCOVERY

Plan: SAVER

Option: CLASSIC

Member no.: 2121212121

Contact cellphone: 081 123 1231

Contact email:

Patient liable: R 0.00

Medical aid liable: R 0.00

Account age: not applicable

Contact scheme

Phone no. 1: 0860445566

Phone no. 2: 0860998877

Email 1: healthinfo@discovery.co.za

Email 2: claims@discovery.co.za

Account Members

Name	Surname	Date of Birth	Dep. Code	Relation	Account Holder	Validation Status
Edna	Mode	22/06/1977	00	Account holder	⊛	Invalid ***
Frank	Mode	06/11/1978	01	Husband	⊙	Invalid ***

add new member

Validate members

Close Save

2. All members associated with the entered membership number will be displayed. Select the family member you would like to import.
3. Select '**is not on my system, import**' then click '**Save**'
4. You will return to the '**Account Details**' page. Click on '**Save**' to finalise addition.

Family Check - Member Validation

✓ The member number for the account is valid.

Below is the list of patients returned by the family check. You can use these results to update your system records by matching each line to one of the account members that you have on your system.

Scheme: Main member EDNA MODE Member no.: 1122334455

Name	Surname	Date of Birth	Dep. Code	Import Action	Patients on Your System
FRANK	MODE	15/12/1977	01	Nothing selected	Nothing selected
EDNA	MODE	17/03/1979	00	is the same person as is not on my system, import is not on my system, do nothing	EDNA MODE

Close Save

Creating a new account from the Healthbridge Community

1. To create a new account from the Healthbridge Community click '**Search for members**'.
2. Complete the patient's medical aid scheme and member number and click '**Search Healthbridge**'. This will return all details available in our in the system for this patient. You can then simply link the patient to your practice. You are also able to check for any family members linked to their medical aid and link them to the account.

By searching the Healthbridge community first, you will save yourself time.

Find Members

What would you like to do?

☐ Create the account myself

☒ Search for members

Scheme: Nothing selected

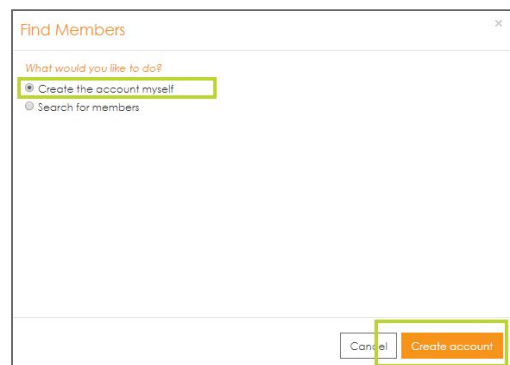
Member no.:

Search Healthbridge Do family check

Cancel Create account

To create a new account yourself

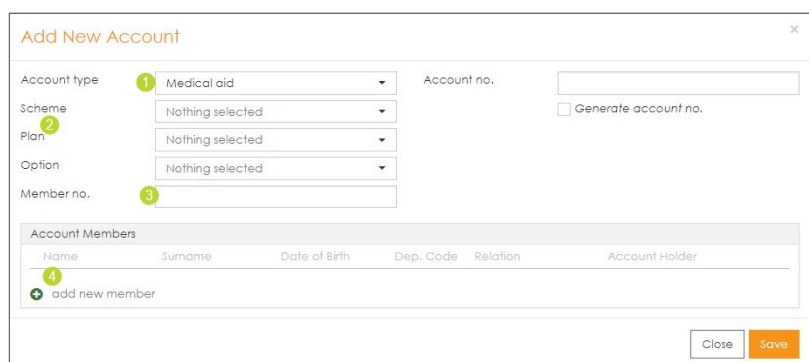
1. Select '**Create the account myself**' and click '**Create account**'.



The 'Find Members' dialog box has a title bar with a close button. Below the title bar, it asks 'What would you like to do?'. There are two radio button options: 'Create the account myself' (which is selected and highlighted with a green box) and 'Search for members'. At the bottom right, there are two buttons: 'Cancel' and 'Create account' (highlighted with a green box).

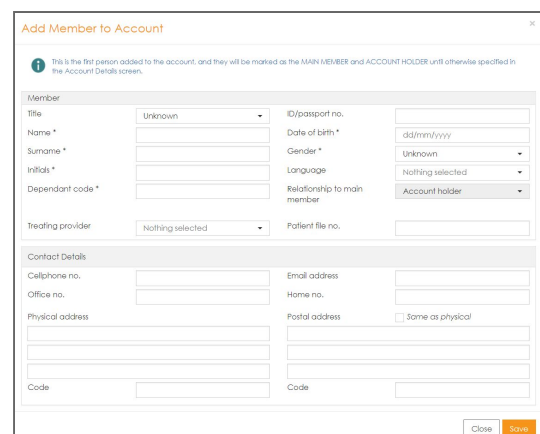
2. You will need to complete the scheme details for the patient:

- 2.1. Select '**Account type**'.
- 2.2. If they are being added as a medical aid patient, select the '**Scheme**', '**Plan**' and '**Option**'.
- 2.3. Input the '**Member no.**'
- 2.4. Click '**add new member**'.



The 'Add New Account' form has a title bar with a close button. It contains several fields: 'Account type' (dropdown menu with 'Medical aid' selected, highlighted with a green circle 1), 'Scheme' (dropdown menu with 'Nothing selected', highlighted with a green circle 2), 'Plan' (dropdown menu with 'Nothing selected'), 'Option' (dropdown menu with 'Nothing selected'), and 'Member no.' (text field, highlighted with a green circle 3). To the right of these fields is an 'Account no.' field and a checkbox labeled 'Generate account no.'. Below these fields is a table titled 'Account Members' with columns: Name, Surname, Date of Birth, Dep. Code, Relation, and Account Holder. The table has one row with a green circle 4 next to a '+' icon and the text 'add new member'. At the bottom right, there are 'Close' and 'Save' buttons.

3. Complete all the relevant details for the member on the '**Add Member to Account**' and click '**Save**'.



The 'Add Member to Account' form has a title bar with a close button. It contains a note: 'This is the first person added to the account, and they will be marked as the MAIN MEMBER and ACCOUNT HOLDER until otherwise specified in the Account Details screen.' Below the note are two main sections: 'Member' and 'Contact Details'. The 'Member' section has fields for: Title (dropdown menu with 'Unknown' selected), Name * (text field), Surname * (text field), Initials * (text field), Date of birth * (text field with format dd/mm/yyyy), Gender * (dropdown menu with 'Unknown' selected), Language (dropdown menu with 'Nothing selected' selected), Relationship to main member (dropdown menu with 'Account holder' selected), and Patient file no. (text field). The 'Contact Details' section has fields for: Cellphone no. (text field), Office no. (text field), Physical address (text field), Email address (text field), Home no. (text field), Postal address (text field), and Code (text field). There is also a checkbox labeled 'Same as physical' next to the Postal address field. At the bottom right, there are 'Close' and 'Save' buttons.

Note: Fields marked with a * are mandatory and must be filled in.

4. Once you have completed the details and saved that data, you will be sent back to the **'Add new account'** page. There you need to add an **'Account no.'**, or click **'Generate account no.'** to allow **myMPS** to create an account number for you.

The screenshot shows a web form titled "Add New Account" with a close button (X) in the top right corner. The form contains several input fields and a table.

Fields:

- Account type: Medical aid (dropdown)
- Scheme: Nothing selected (dropdown)
- Plan: Nothing selected (dropdown)
- Option: Nothing selected (dropdown)
- Member no.: (text input)
- Account no.: (text input) with a "Generate account no." checkbox and a question mark icon.

Table: Account Members

Name	Surname	Date of Birth	Dep. Code	Relation	Account Holder
+ add new member					

Buttons: Close, Save

5. Click **'Save'**.

Adding a new patient account

