



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.

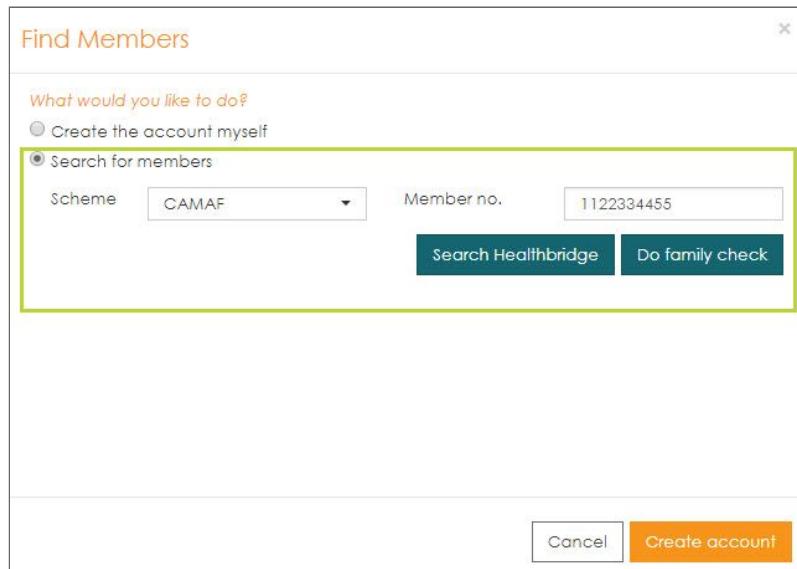
How to do a Family Check

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**'.



Find Members

What would you like to do?

Create the account myself

Search for members

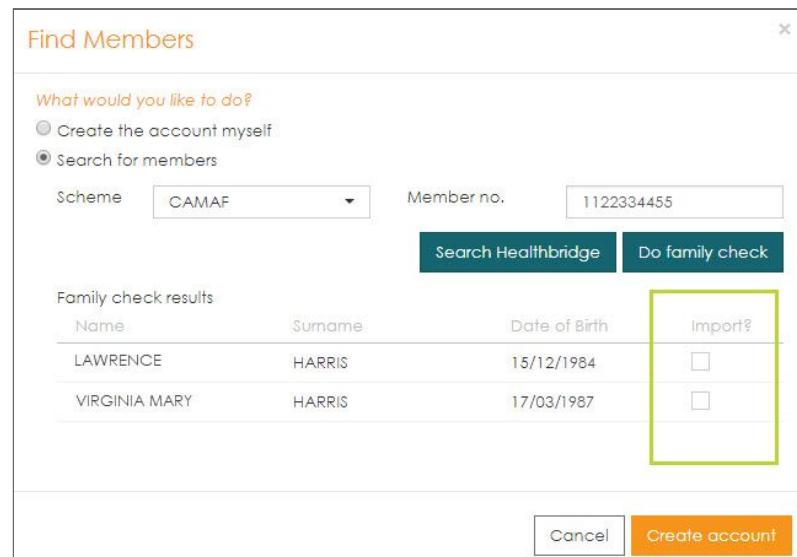
Scheme: CAMAF Member no.: 1122334455

Search Healthbridge Do family check

Cancel Create account

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

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.

The screenshot shows the 'Account Details' page. In the 'Account Members' section, there is a table with two rows: 'Edna Mode' and 'Frank Mode'. The 'Validate members' button is highlighted with a yellow box. To the right of the table, a sidebar lists various actions: Capture invoice, Generate statement, Capture patient payment, Write off, Credit note, Unallocated credit, Debit note, Send SMS, Email statement, Notes, Delete account, and Print account details. Buttons for 'Close' and 'Save' are at the bottom right.

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.

The screenshot shows the 'Family Check - Member Validation' dialog box. It lists two patients: 'FRANK MODE' and 'EDNA MODE'. A tooltip for the 'Import Action' dropdown for 'EDNA MODE' says 'is the same person as is not on my system, import is not on my system, do nothing'. Buttons for 'Close' and 'Save' are at the bottom right.

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.

The screenshot shows the 'Find Members' dialog box. It has two radio button options: 'Create the account myself' and 'Search for members'. Below these are dropdowns for 'Scheme' (set to 'Nothing selected') and 'Member no.'. Buttons for 'Search Healthbridge' and 'Do family check' are at the bottom right. Buttons for 'Cancel' and 'Create account' are at the bottom left.

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To create a new account yourself

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

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'.

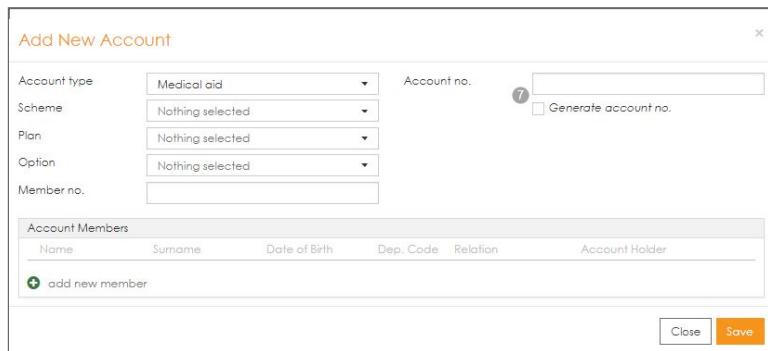
- 2.3. Input the 'Member no.'

- 2.4. Click 'add new member'.

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

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

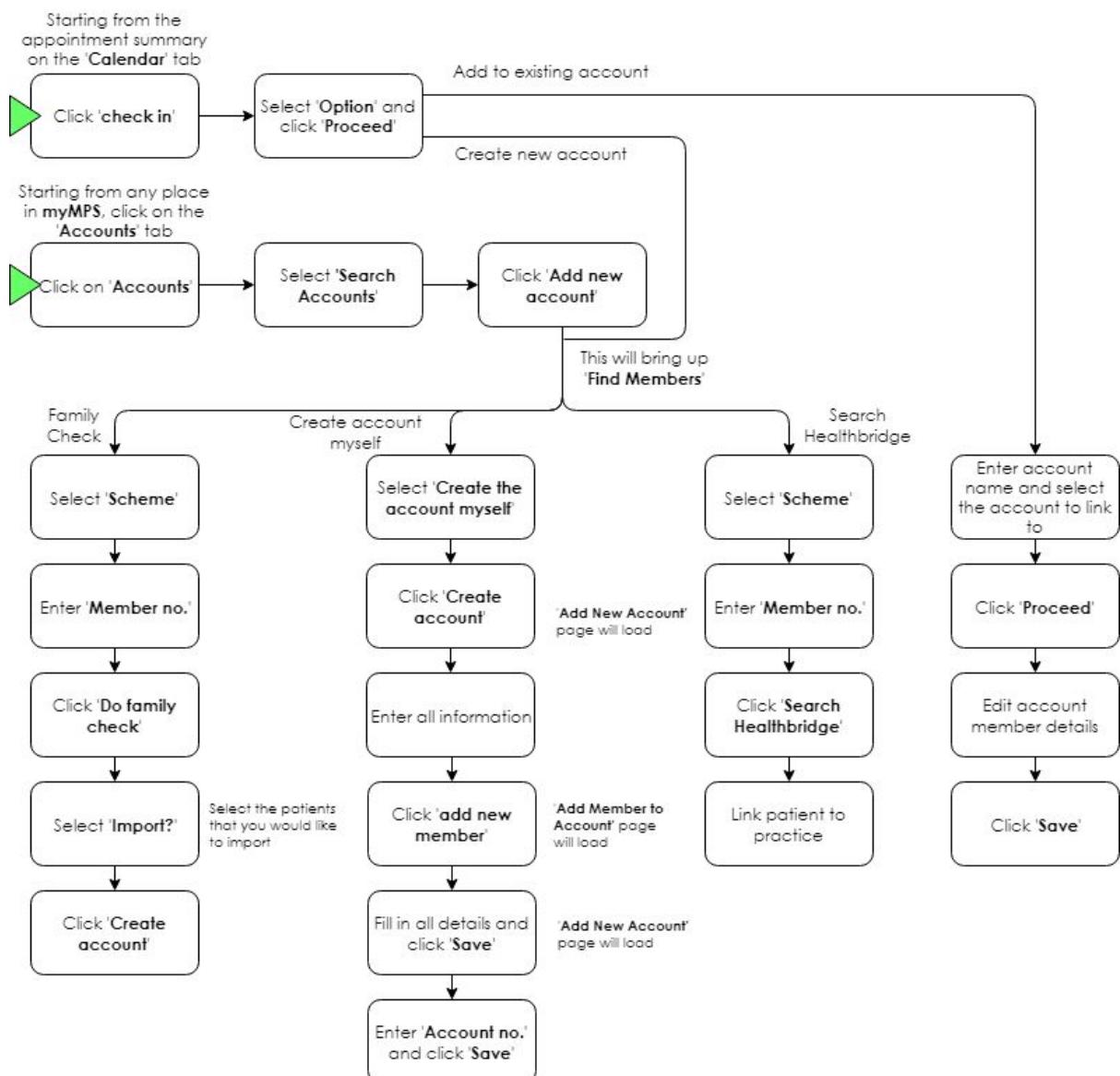
4. Once you have completed the details and saved that data, you will be sent back to the '**Add new account**' page. There you need to add an '**Account no.**', or click '**Generate account no.**' to allow **myMPS** to create an account number for you.



The screenshot shows the 'Add New Account' dialog box. At the top, the title 'Add New Account' is displayed. Below it, there are dropdown menus for 'Account type' (set to 'Medical aid'), 'Scheme' (set to 'Nothing selected'), 'Plan' (set to 'Nothing selected'), 'Option' (set to 'Nothing selected'), and a text input for 'Member no.' (empty). To the right of these fields is a 'Generate account no.' checkbox with a '7' icon next to it. Below this section is a table titled 'Account Members' with columns for Name, Surname, Date of Birth, Dep. Code, Relation, and Account Holder. A 'add new member' button is located at the bottom of this table. At the very bottom of the dialog are 'Close' and 'Save' buttons.

5. Click '**Save**'.

Adding a new patient account



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