



# myMPS

## How to guide

### How to add a new provider

To add a new provider (Locum, Doctor, etc) to myMPS,

1. Click on '**Admin**'.
2. Select '**Providers**'.
3. Click '**add new provider**'.

Name	Surname	Speciality	Clinical role	Treating practice no.	Status
Edward	Jones	Optometrist (70)	Treating	1234000	Active
Harold	Bridge	General Practitioner	Treating	8888555	Active

The '**Add new provider**' page will pop up. Complete all the information required in the template and click '**Save**'. Your new provider will then be added.

4. '**Details**' - This tab will show all your provider data. Please take note that any fields in grey are not editable by you. To make changes to these fields, you must get hold of your business consultant to make any changes.
5. '**Network pricing contracts**' - This tab will bring up all your contracts with various schemes.
6. '**Private rates**' - Will allow you to add custom rates for specific items. When you click on '**Private rates**', you will be presented with a sub menu to enable you to customise the rates you charge for specific procedures.
7. '**Settings**' - For provider specific preferences.