

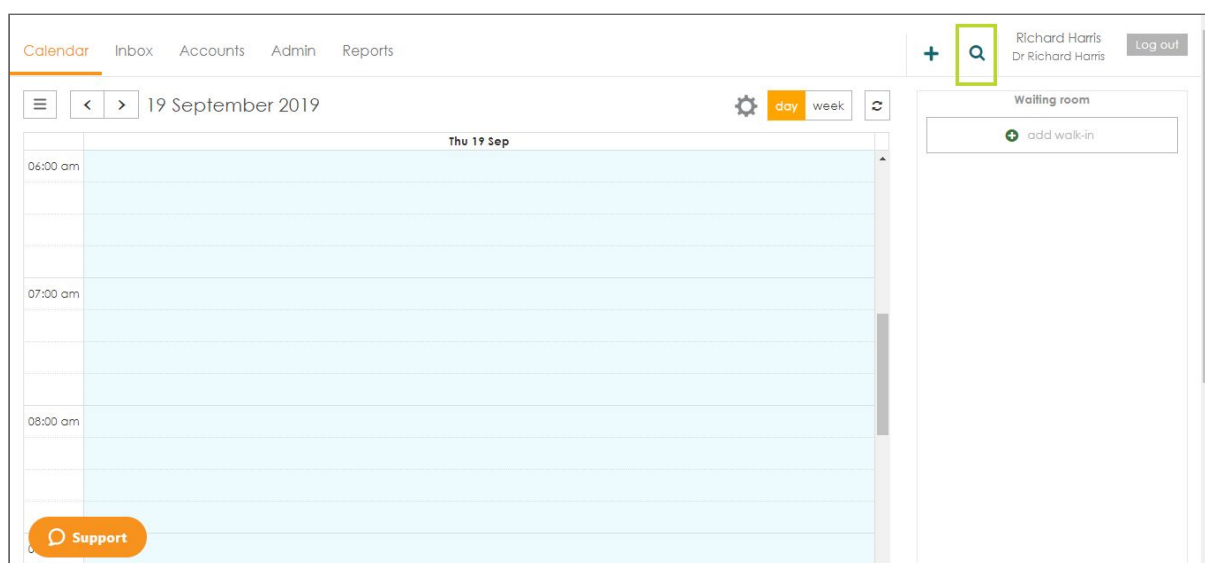


myMPS

How to guide

Searching for a patient

To search for a patient, click on the search patients magnifying glass  on the top right of the screen.



This will open the '**Patient**' search field.

Patient

Enter the information that you would like to search and press '**Enter**'.

The available search fields are:

- Name
- Surname
- Account number
- Member number, or
- ID number

Any patients that meet the criteria in the search will be returned in a list.

Click on the patient that you are looking for and **myMPS** will open the patient's '**Account Details**' window.