

# Telehealth



## User guide

### Connecting to the Telephonic consultation

**Note:** Patients booked for telephonic consultations will be auto checked in to the waiting room 5 minutes prior to their appointment.



To connect to the telephonic consultation

1. Click on the appointment in the calendar or in the '**Waiting room**'. This will open the appointment summary where the contact information for the patient can be found.

The screenshot shows the myMPS software interface. On the left, the calendar view for Monday, April 13, 2020, shows three scheduled appointments: 2:00 pm - 3:00 pm for Francisco Wright (Dr H Bridge at Century City), 5:00 pm - 5:30 pm for Brenda Stevens (Dr H Bridge at Century City), and 5:30 pm - 6:00 pm for Edna Mode (Dr H Bridge at Century City). On the right, the 'Waiting room' module is open for Francisco Wright. It displays his name, the date (Thu, 09 April 04:15 PM - 04:30 PM), the location (Dr H Bridge at Century City), and his contact information: Account no.: WRI001, Cell: 081 147 1471, and File no.: 7417417411. There is a 'check out' button next to his name. A small note indicates this is a 'Telephonic consult'.

2. Once you have completed the consultation, click '**Check out**' and complete the billing process as per normal.

**Note:** If you are the doctor and not familiar with using **myMPS**, please ensure that you login in with your own username and password and click [here](#) for more information on how to use the **myMPS** calendar.