

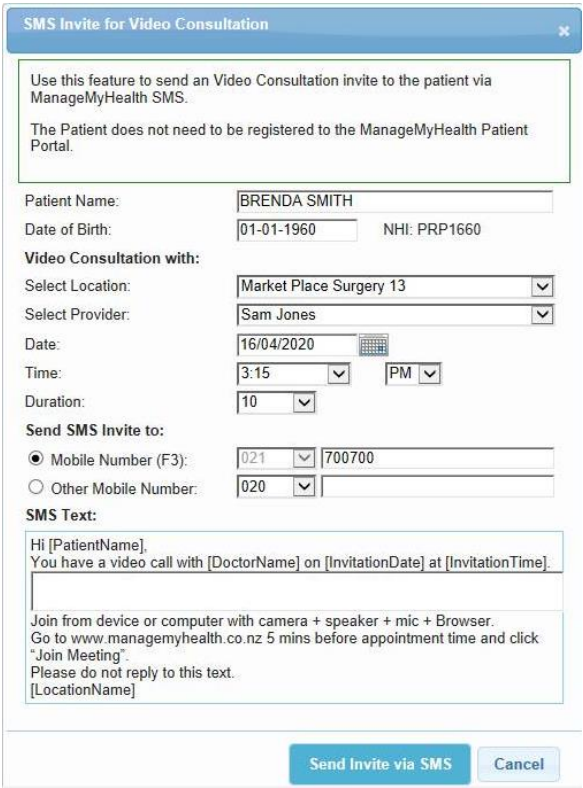
Quick Reference Card

How to send a Video Consultation Invite via SMS

1. In the PMS, make an appointment for the patient in the Appointment Book, so the Video Consultation is in the Appointment book and avoid the provider getting double booked.
2. Place the patient you wish to invite for a Video Consult via SMS on the PMS Palette.

You can invite any patient in your practice for a Video Consult.
The Patient does not need to be registered with ManageMyHealth.

3. Click on the **ManageMyHealth** menu and select '**Register Patient**'. The Patient Registration Form will open.
4. Click on '**Invite for Video Consult**' Green button at the bottom of the screen.
5. The **SMS Invite for Video Consultation** form shown below will open.

<p>a) The Patient Name, Date of Birth, NHI will pre-populate.</p> <p>b) You will need to select the 'Location' (if the practice has more than one location).</p> <p>c) From the drop down, select the Provider that the Video Consultation is with.</p> <p>d) Enter the Appointment Date, Time and Duration.</p> <p>e) If the patient has a Mobile Number in the Patient Register (F3), this will pre-populate. If you wish to send the SMS to a different mobile number, select 'Other Mobile</p>		
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<p>Number' and enter the Mobile number.</p> <p>f) If you wish to enter a short message enter it in the text box in the SMS Text field.</p> <p>g) Click on 'Send Invite via SMS' button to the send the Invitation.</p>		
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For support email: support@managemyhealth.co.nz