



FHC Quick user guide for video consults

Carrying out a patient video consultation in MedTech 32

Part 1: Invite a patient to join a call

Using MMH email icon

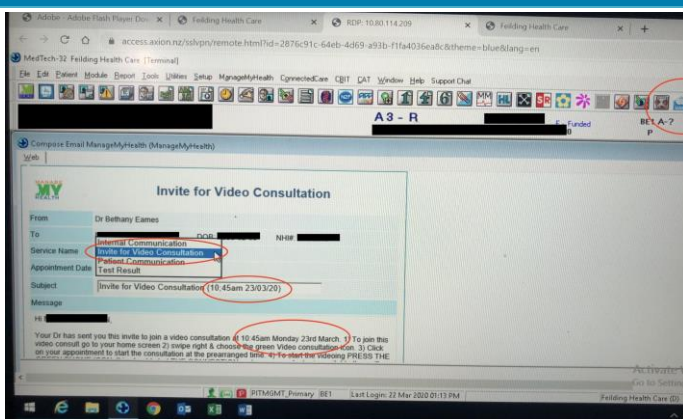
STEP 1: Go into MedTech 32 and Bring up your Patients details.

STEP 2: Click on the  icon. A new window will pop up. See below if there is no icon.

STEP 3: Select **"Invite for Video Consultation"** from "Service Name" Drop Down

STEP 4: Optional - Customise the Title and the message body of the email with a date & time you would like them to join

STEP 5: Click on **Send Invite** your patient will be sent an email.

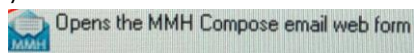


Alternative without MMH icon

IF YOU DON'T HAVE  ICON

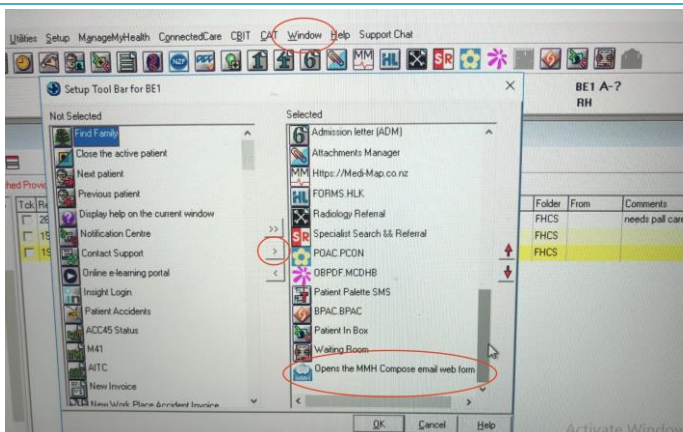
STEP 1: Go To: "Window" "ToolBar" "Set-UP" - A New Window will pop up.

STEP 2: Scroll down the left windowpane until you find



Click to highlight.

STEP 3: Press the  icon to move the into the right windowpane.



Note if there are too many icons you will need to remove one by moving from right to left window.

THINGS TO NOTE

1. The Patient can only use a Tablet or SmartPhone. NOT a Laptop/Desktop. The Patient will need to create a ManageMyHealth logon



HEALTH CARE HOME COLLABORATIVE

Part 2: Initiate A Video Call From ManageMyHealth

STEP 1 - Go to ManageMyHealth Portal



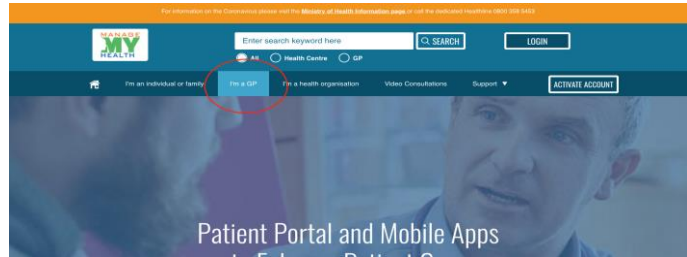
PLEASE SWITCH TO GOOGLE CHROME BROWSER

USING CHROME BROWSER

Goto: ManageMyHealth

<https://www.managemyhealth.co.nz/>

SELECT: "I AM A GP"



Hint: Use Chrome Browser. Internet Explorer won't work

STEP 2: LOGIN



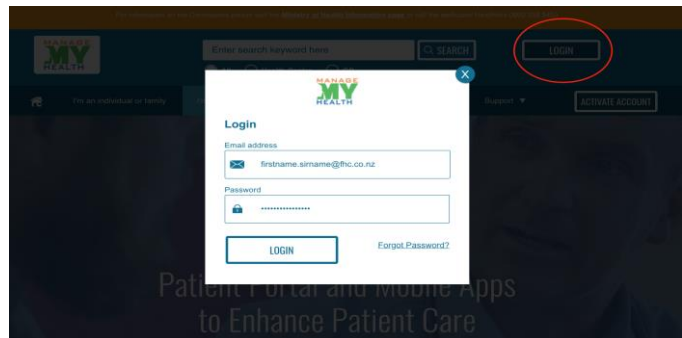
firstname.surname@FHC.co.nz

Or

firstname.surname@FHC.nz

Password (not the same as MedTech unless you used the same password twice)

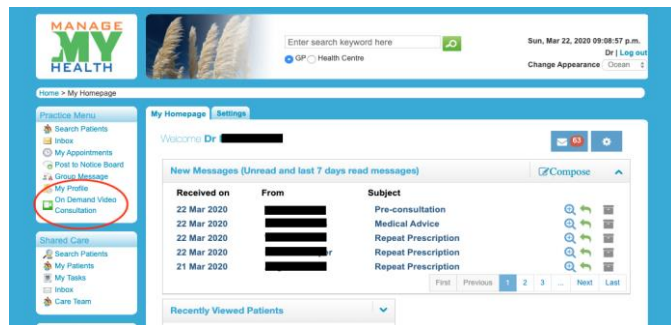
Hint: Follow Password Reset if you have forgotten your password



STEP 3: ACTIVATE CALL

On the "ManageMyHealth" home screen.

Click on "On Demand Video Consultation"





HEALTH CARE HOME COLLABORATIVE

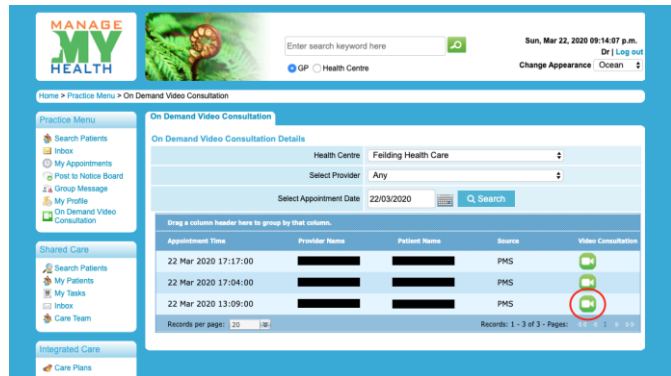
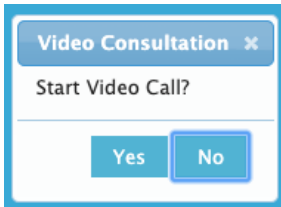
STEP 4: ACTIVATE CALL

Find the "on demand" call that you want to initiate from the list.



Click on "Video Camera Icon" next to the call.

Say "YES" to Pop-UP



Note: if nothing happens, check you are using chrome browser not Internet Explorer.

STEP 5: START CALL

"A NEW Browser Window Will Open"

If not selected, run through the menu items to select on board. "Camera" "Microphone" "Speaker"

Press The to connect to call*



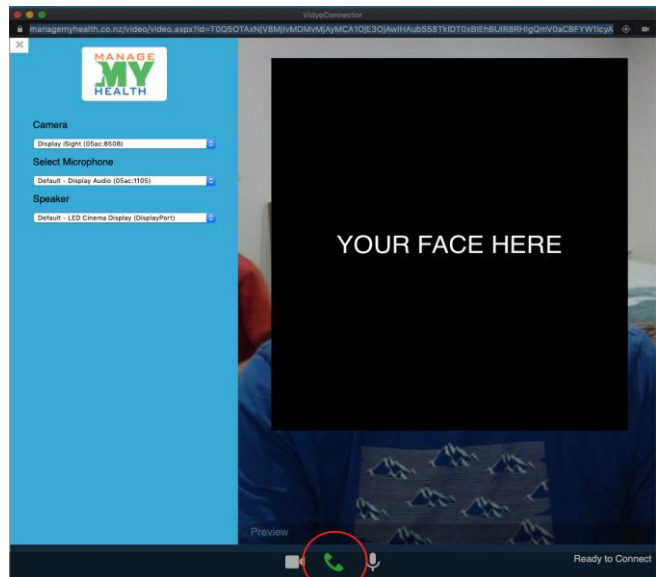
Toggle Camera on/off



Toggle Mute on/off



Hang Up Call



TIP*: Often the button is hidden at the bottom and you will need to scroll down the window.