

HealthID

ADVANCED CONVENIENCE. ENHANCED CARE.



HOW TO UPDATE PRACTICE DETAILS

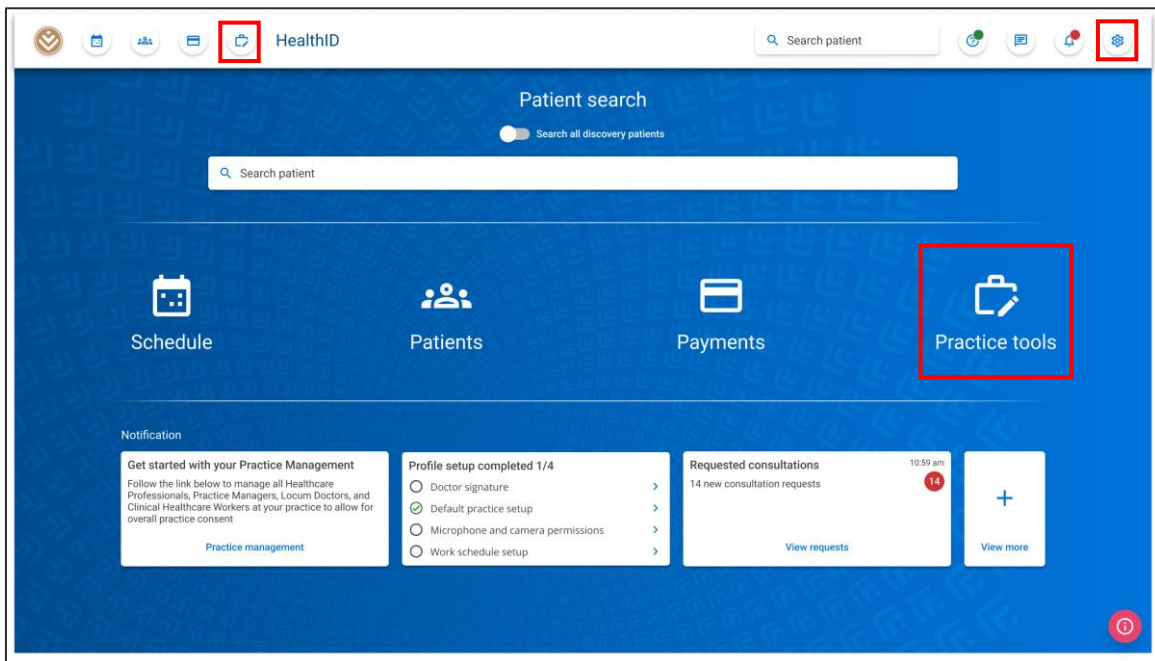
DISCOVERY HEALTH
2023



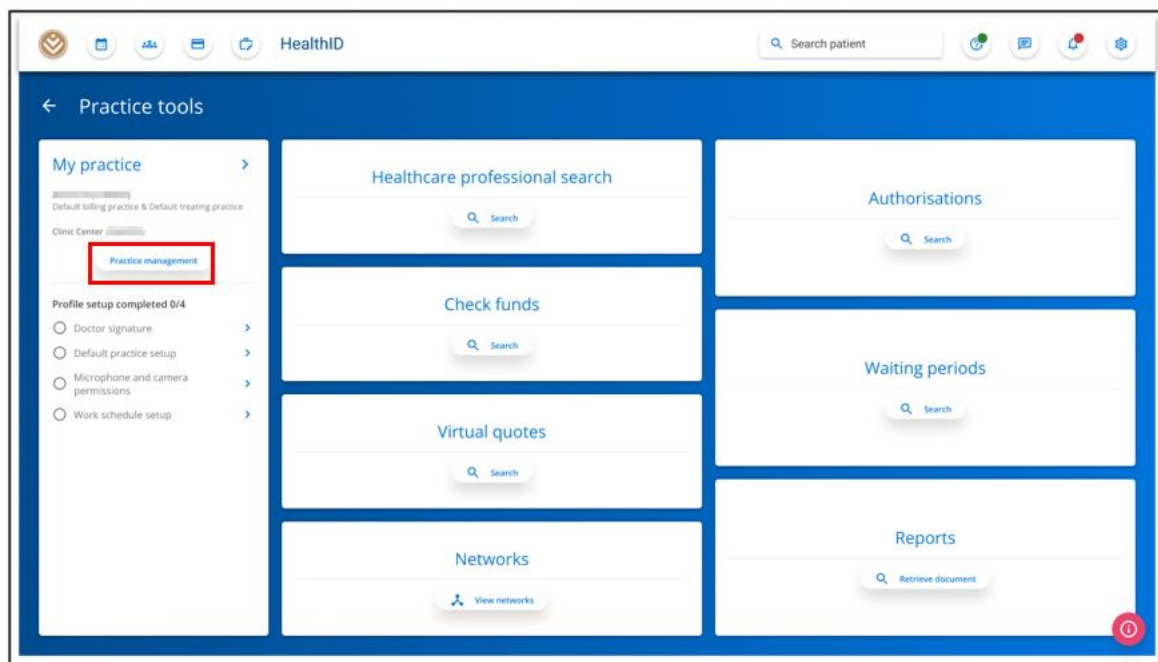


How to update practice details

1. You can access the practice management screen using the **Practice tools** option. You can do this:
 - By clicking on the **Practice tools** button on the dashboard
 - By clicking on the **Practice tools** option on the top navigation
 - By going to settings

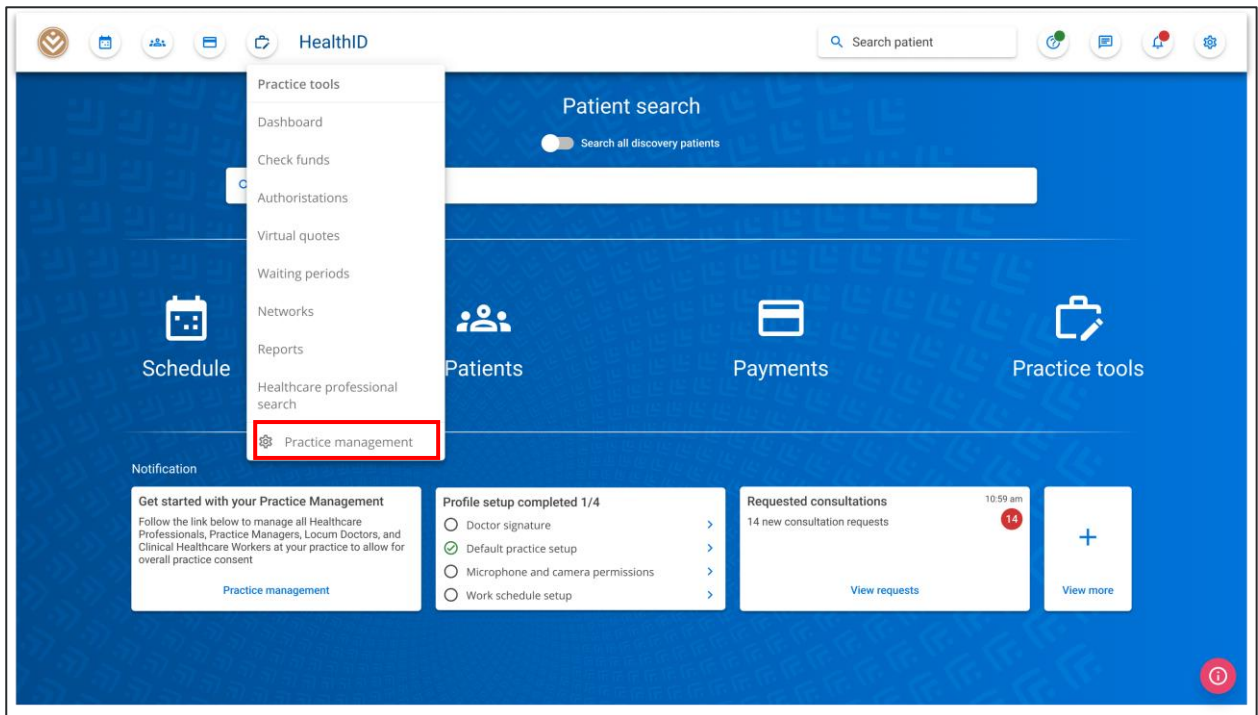


2. Clicking on the **Practice tools** button on the dashboard will take you to the practice tools dashboard. You must click the **Practice management** button in the **My practice** card to go to the practice management screen.

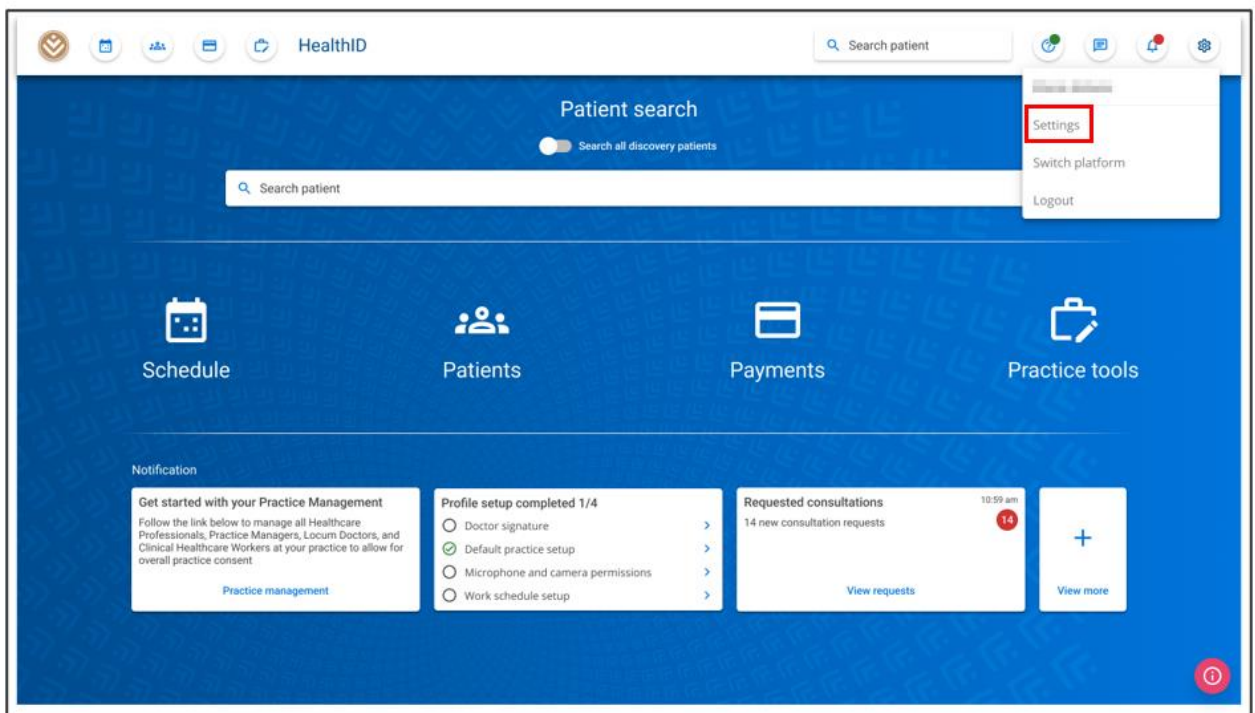




3. Clicking on the **Practice tools** top navigation option will display a drop-down menu of options. You must click the Practice management option to go to the **practice management** screen.

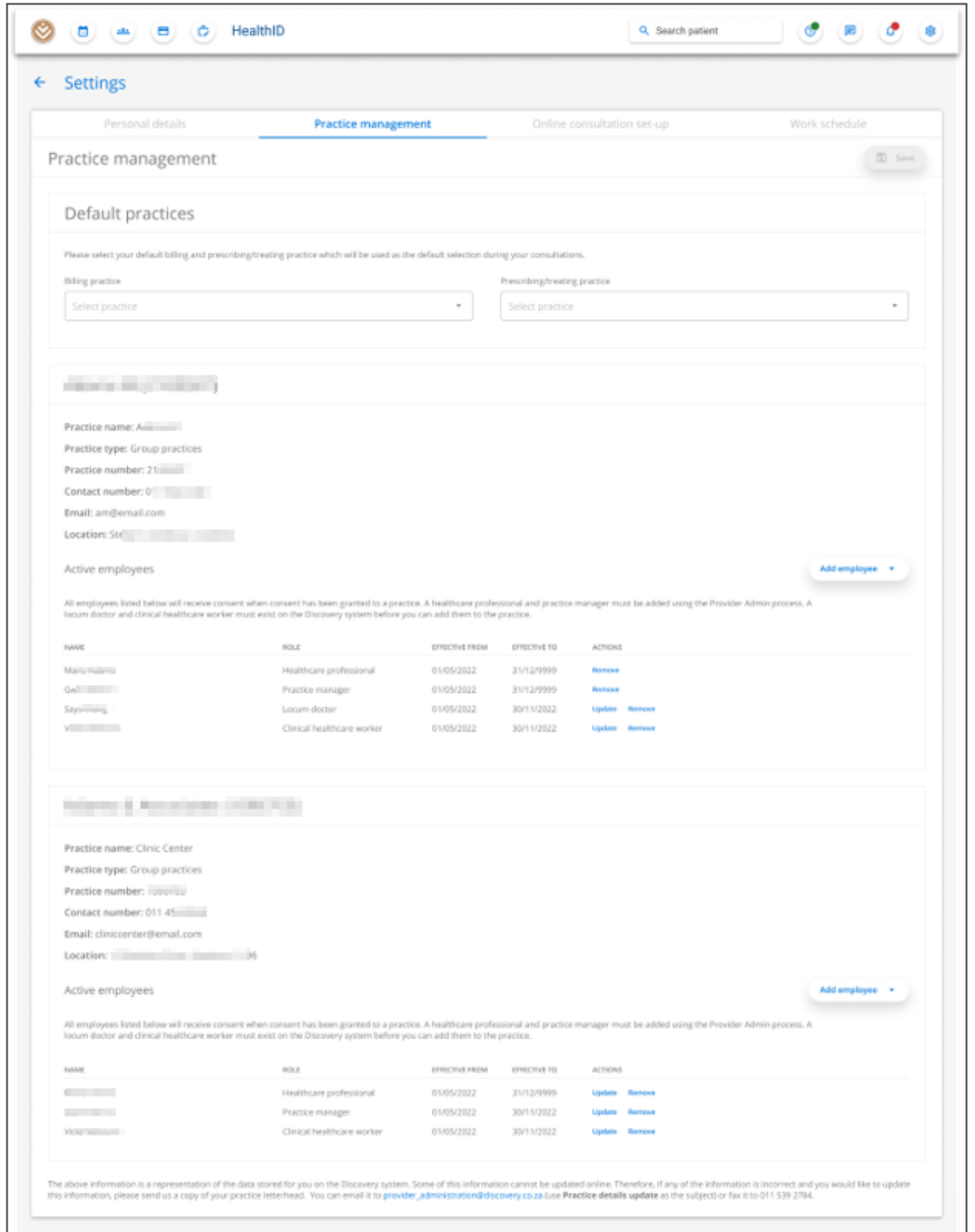


4. You can also go to Settings to access practice management.





5. Practice management is a tab within settings.



HealthID

Search patient

Settings

Personal details **Practice management** Online consultation set-up Work schedule

Practice management Save

Default practices

Please select your default billing and prescribing/creating practice which will be used as the default selection during your consultations.

Billing practice: Select practice

Prescribing/creating practice: Select practice

Practice name: A...

Practice type: Group practices

Practice number: 21...

Contact number: 0...

Email: am@email.com

Location: Str...

Active employees Add employee

All employees listed below will receive consent when consent has been granted to a practice. A healthcare professional and practice manager must be added using the Provider Admin process. A locum doctor and clinical healthcare worker must exist on the Discovery system before you can add them to the practice.

NAME	ROLE	EFFECTIVE FROM	EFFECTIVE TO	ACTIONS
Mari... G...	Healthcare professional	01/05/2022	31/12/9999	Remove
G...	Practice manager	01/05/2022	31/12/9999	Remove
Say...	Locum doctor	01/05/2022	30/11/2022	Update Remove
V...	Clinical healthcare worker	01/05/2022	30/11/2022	Update Remove

Practice name: Clinic Center

Practice type: Group practices

Practice number: 1000000

Contact number: 011 45...

Email: cliniccenter@email.com

Location: ...95

Active employees Add employee

All employees listed below will receive consent when consent has been granted to a practice. A healthcare professional and practice manager must be added using the Provider Admin process. A locum doctor and clinical healthcare worker must exist on the Discovery system before you can add them to the practice.

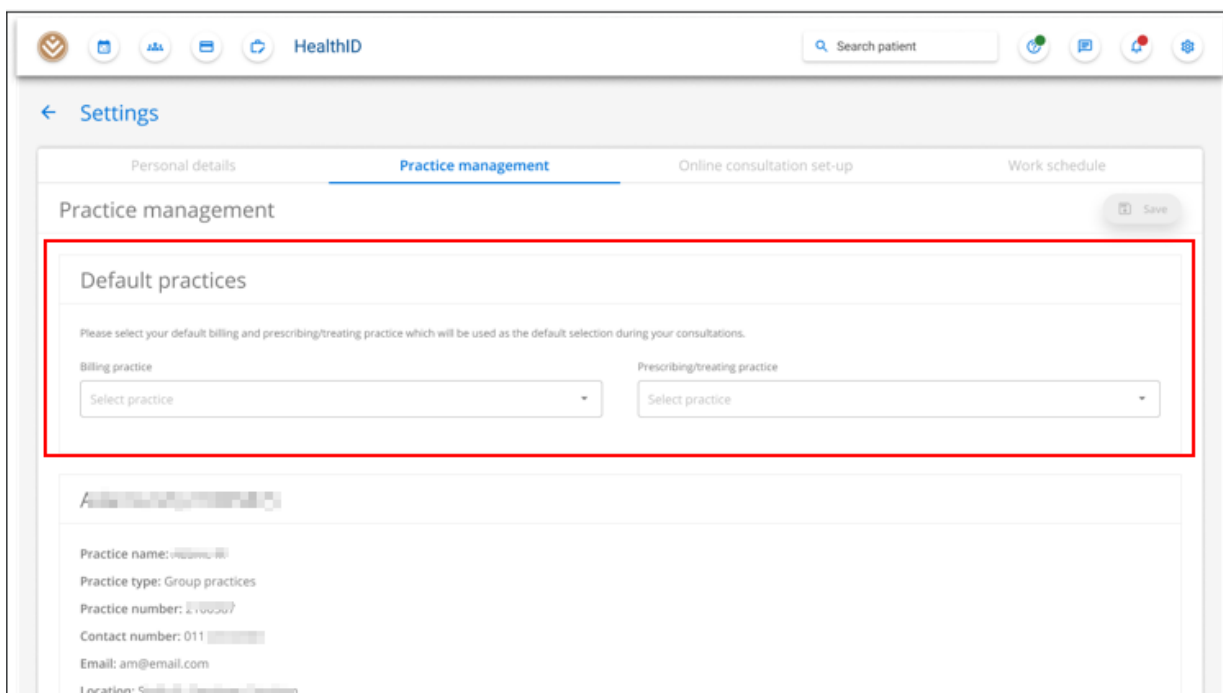
NAME	ROLE	EFFECTIVE FROM	EFFECTIVE TO	ACTIONS
...	Healthcare professional	01/05/2022	31/12/9999	Update Remove
...	Practice manager	01/05/2022	30/11/2022	Update Remove
...	Clinical healthcare worker	01/05/2022	30/11/2022	Update Remove

The above information is a representation of the data stored for you on the Discovery system. Some of this information cannot be updated online. Therefore, if any of the information is incorrect and you would like to update this information, please send us a copy of your practice letterhead. You can email it to provider_administration@discovery.co.za (use Practice details update as the subject) or fax it to 011 539 2784.

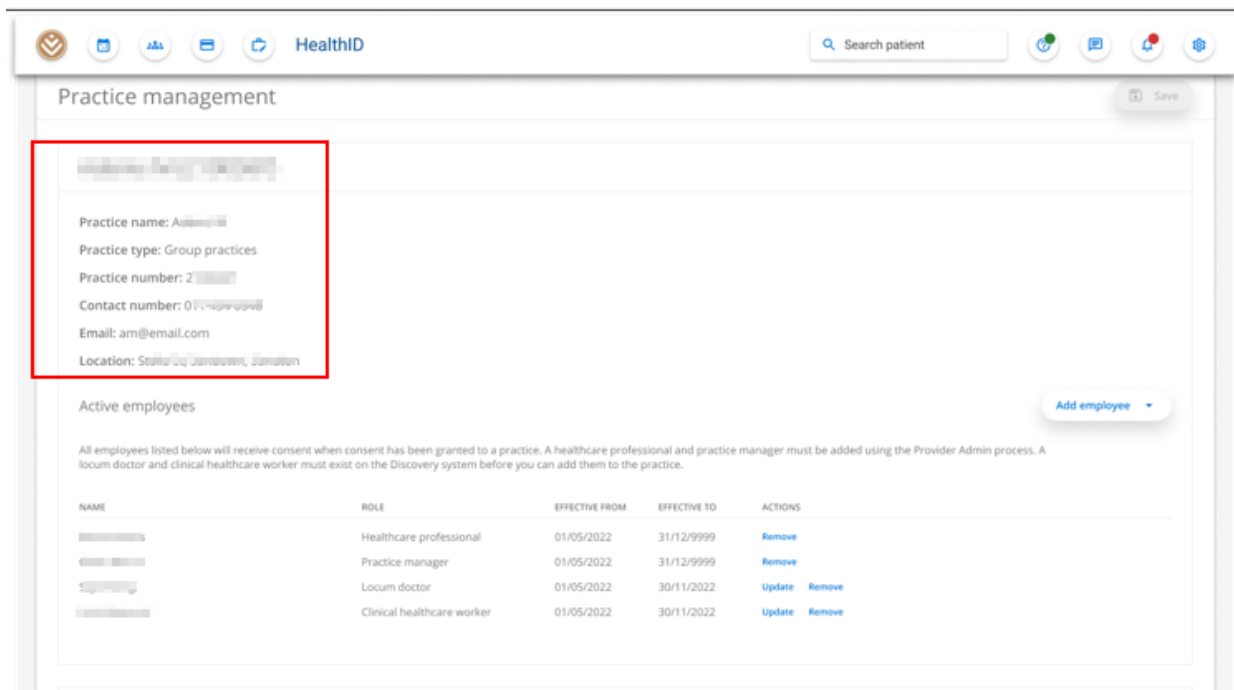
How to update practice details



- You can choose your default billing and prescribing/treating practice that you will use as the default selection during consultations.



- You can see practice details for all practices to which you are linked.





8. You can see a list of active practice employees at the practice. This includes healthcare professionals, practice managers, locum doctors and clinical healthcare workers.

The screenshot shows the 'Practice management' page in the HealthID system. The page header includes the HealthID logo, a search bar for patients, and several utility icons. Below the header, there is a 'Practice management' section with a 'Save' button. The main content area displays practice details such as name, type, number, contact number, email, and location. A red box highlights the 'Active employees' section, which includes a table of employees and an 'Add employee' button. The table lists four employees with their roles, effective dates, and actions.

NAME	ROLE	EFFECTIVE FROM	EFFECTIVE TO	ACTIONS
[Redacted]	Healthcare professional	01/05/2022	31/12/9999	Remove
[Redacted]	Practice manager	01/05/2022	31/12/9999	Remove
[Redacted]	Locum doctor	01/05/2022	30/11/2022	Update Remove
[Redacted]	Clinical healthcare worker	01/05/2022	30/11/2022	Update Remove

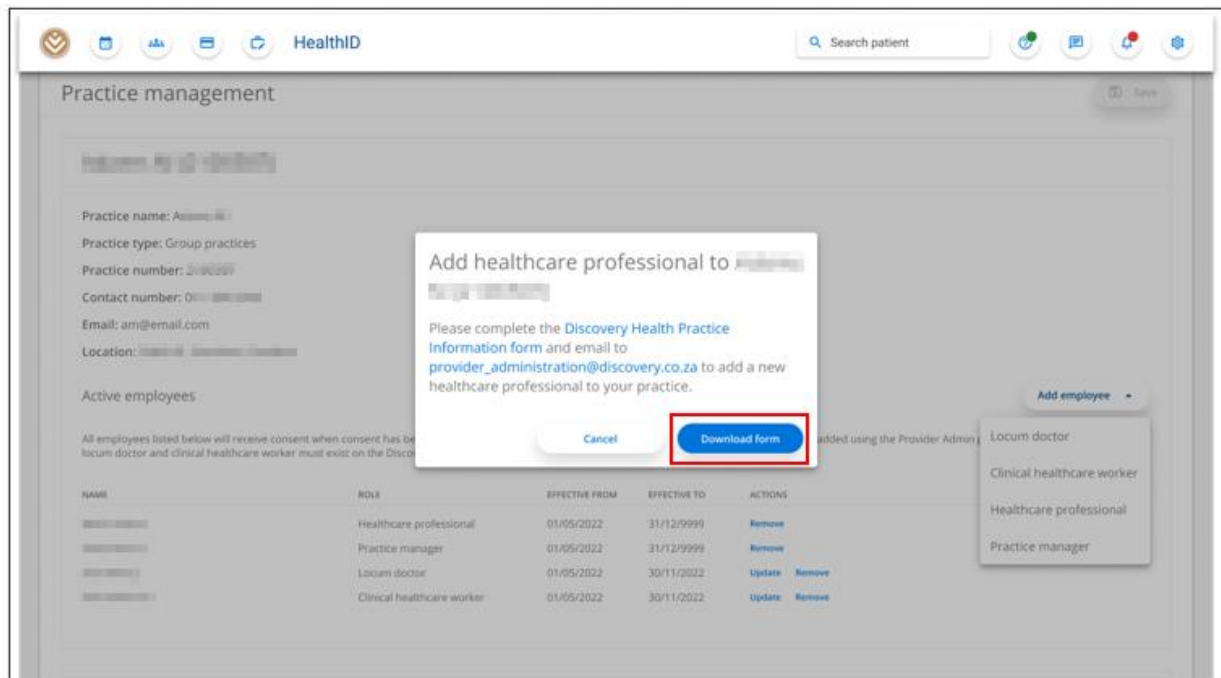
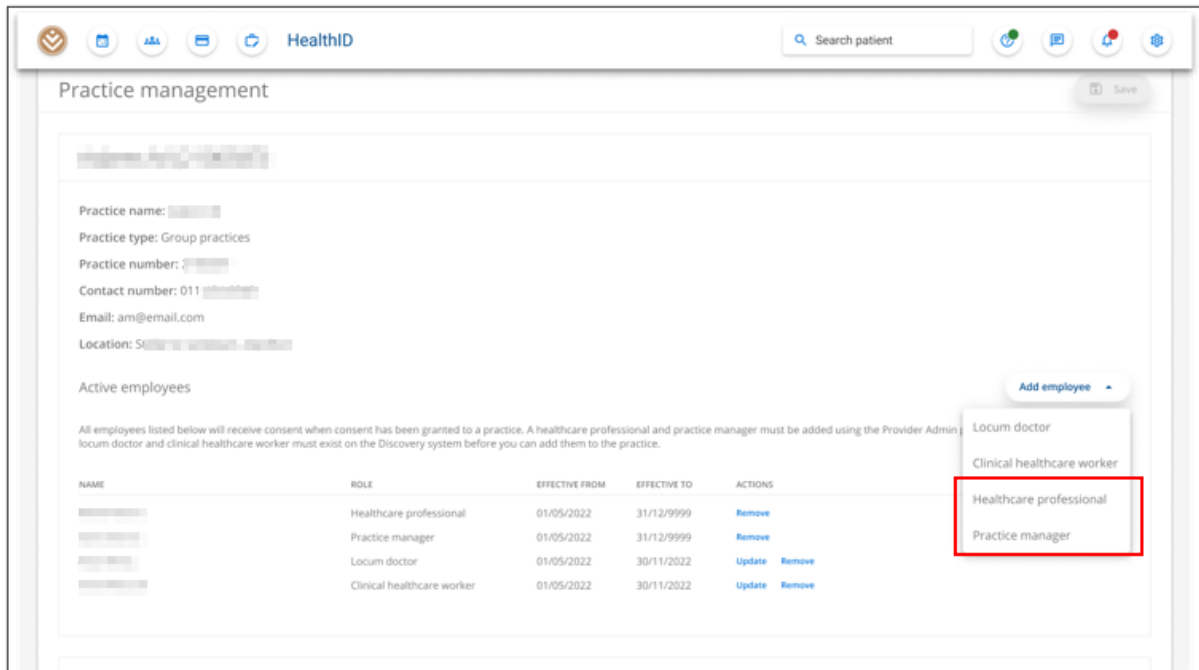
9. The process to remove healthcare professionals and practice managers from the practice is explained when you click on Remove next to the person's details. It involves sending us an email.

This screenshot is identical to the previous one, but with a red box highlighting the 'Remove' button in the 'ACTIONS' column for the first employee (Healthcare professional) in the table.

NAME	ROLE	EFFECTIVE FROM	EFFECTIVE TO	ACTIONS
[Redacted]	Healthcare professional	01/05/2022	31/12/9999	Remove
[Redacted]	Practice manager	01/05/2022	31/12/9999	Remove
[Redacted]	Locum doctor	01/05/2022	30/11/2022	Update Remove
[Redacted]	Clinical healthcare worker	01/05/2022	30/11/2022	Update Remove

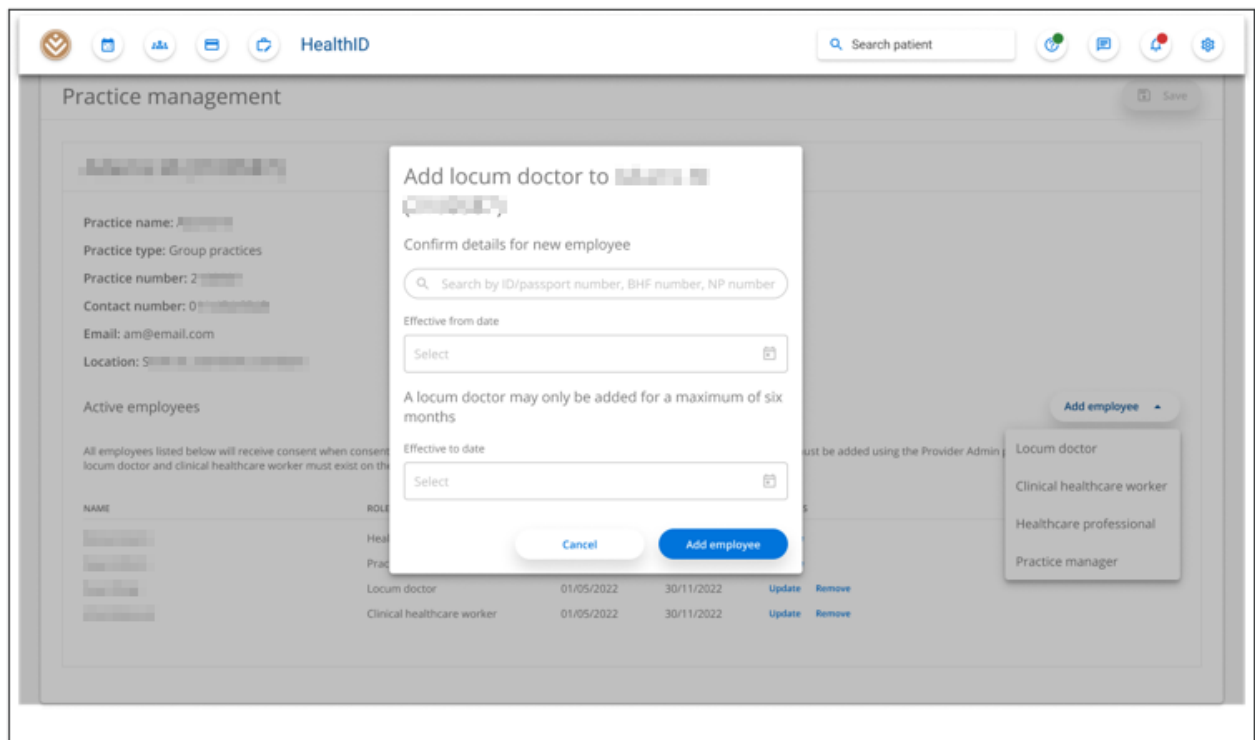
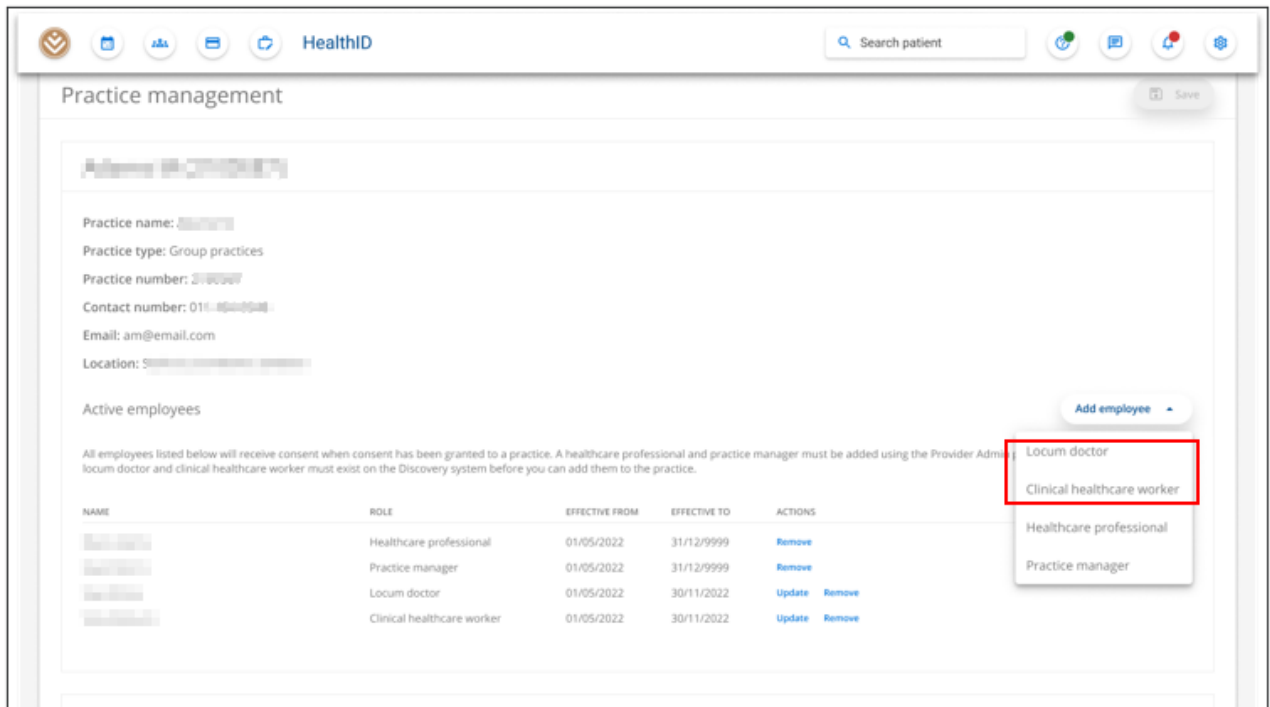


10. You can add new healthcare professionals and practice managers to the practice from the **Practice management** screen. Click on **Add employee** to download the forms needed to start the process.



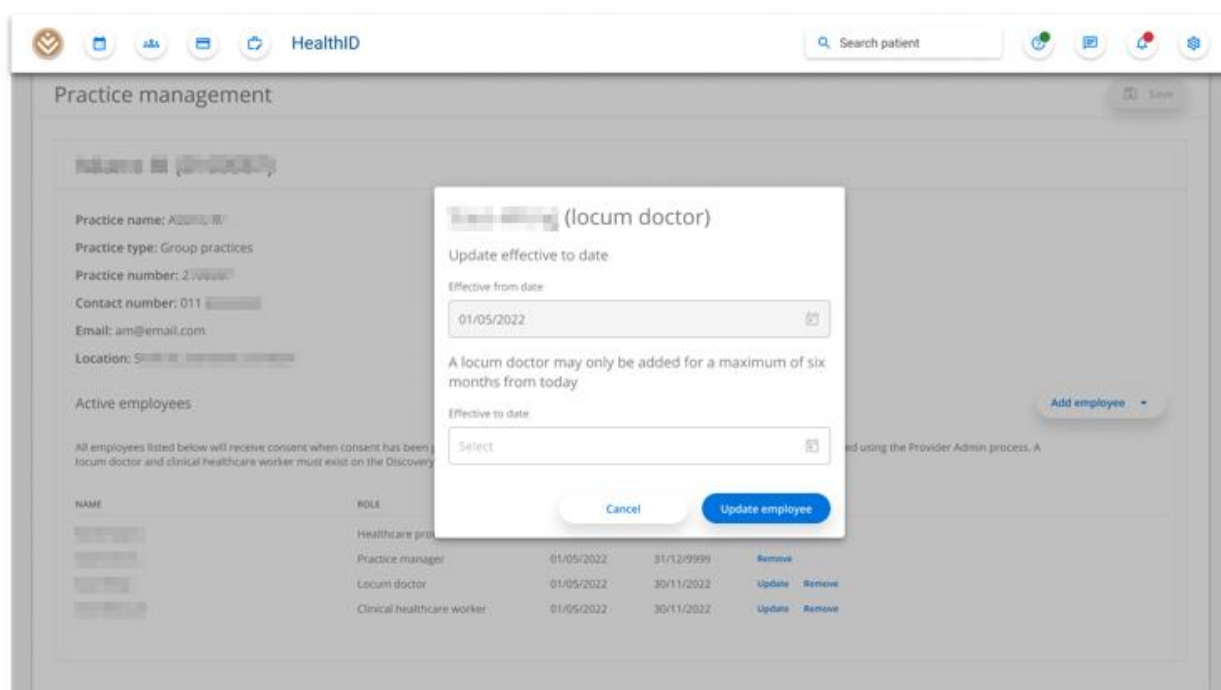
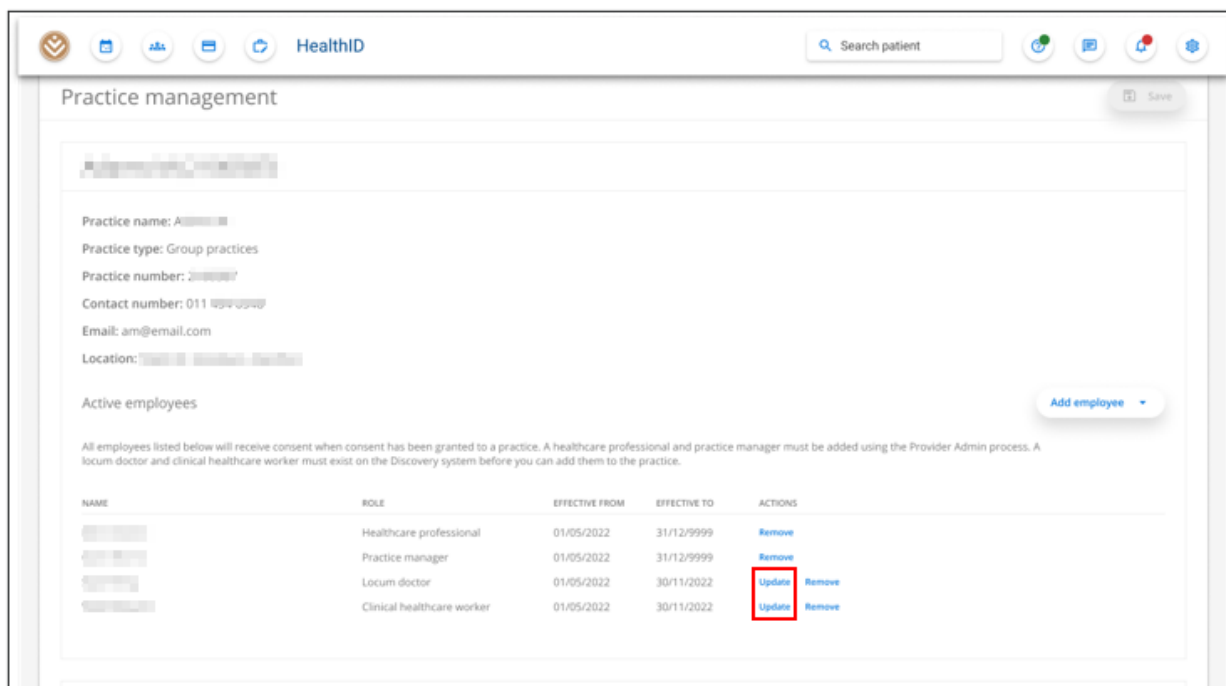


11. You can also add new locum doctors and clinical healthcare workers to the practice on this screen. Click on **Add employee** to start this process.





- You can also update locum doctors and clinical healthcare workers added to the practice. Click on **Update** in the line with the details for the specific person.



How to update practice details



13. You can remove locum doctors and clinical healthcare workers from the practice by clicking on Remove in the line with their details.

HealthID

Practice management

Practice name: [redacted]
Practice type: Group practices
Practice number: [redacted]
Contact number: [redacted]
Email: am@email.com
Location: 5 [redacted]

Active employees Add employee

All employees listed below will receive consent when consent has been granted to a practice. A healthcare professional and practice manager must be added using the Provider Admin process. A locum doctor and clinical healthcare worker must exist on the Discovery system before you can add them to the practice.

NAME	ROLE	EFFECTIVE FROM	EFFECTIVE TO	ACTIONS
[redacted]	Healthcare professional	01/05/2022	31/12/9999	Remove
[redacted]	Practice manager	01/05/2022	31/12/9999	Remove
[redacted]	Locum doctor	01/05/2022	30/11/2022	Update Remove
[redacted]	Clinical healthcare worker	01/05/2022	30/11/2022	Update Remove

HealthID

Practice management

Practice name: [redacted]
Practice type: Group practices
Practice number: [redacted]
Contact number: 01 [redacted]
Email: am@email.com
Location: 5 [redacted]

Active employees Add employee

All employees listed below will receive consent when consent has been granted to a practice. A healthcare professional and practice manager must be added using the Provider Admin process. A locum doctor and clinical healthcare worker must exist on the Discovery system before you can add them to the practice.

[redacted] (locum doctor)

Remove this employee from [redacted]

[Cancel](#) [Remove](#)

NAME	ROLE	EFFECTIVE FROM	EFFECTIVE TO	ACTIONS
[redacted]	Healthcare professional	01/05/2022	31/12/9999	Remove
[redacted]	Practice manager	01/05/2022	31/12/9999	Remove
[redacted]	Locum doctor	01/05/2022	30/11/2022	Update Remove
[redacted]	Clinical healthcare worker	01/05/2022	30/11/2022	Update Remove