

Editing your Healthpoint profile



Below is a guide to editing your Healthpoint profile.

Any questions, contact us on: info@healthpoint.co.nz

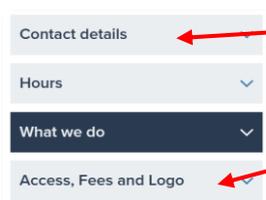
Keeping your information up-to-date:

- You can make changes to your Healthpoint profile at any time, using your editing access
- If your profile **has not been updated for 4 months**, Healthpoint will send you an update reminder email to check your information
- **Please respond to all update reminder emails** - if your information is correct click the **Approve** button or use the **Make Changes** button to edit.

Log-in to your Healthpoint account and start editing:

- Go to www.healthpoint.co.nz
- Click **Sign in** on the top toolbar and enter your username and password
- Then click **Admin** on the top toolbar to access your editing homepage
- Click your Organisation name, then click **Start editing** or **Continue editing**
- If you have forgotten your password, use the [Forgotten Password link here](#)

Navigation:



Use the left drop-down navigation menu to short-cut between sections of your profile

Click on the section you want to edit.

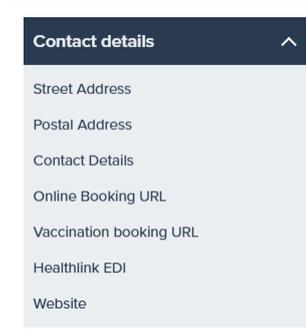
Edit & Save

- Click on the **pen icon** to edit a section
- Some sections you can edit directly by clicking into the text box
- Each field will ask you to **Save** before you can move to the next section



Updating your Contact Details:

- Select **Contact details** on the navigation panel
- If your **Street Address** has changed, our Healthpoint team need to update this for you - contact info@healthpoint.co.nz
- Click the **pen icon** next to **Contact Details**, to update your **Phone or Email**
- Use the field to include your **Online Booking URL**, **Vaccination Booking URL** and **Website**



Updating your Hours:

- Select **Hours** on the navigation panel
- Click the **pen icon** to open your **Standard Hours**

Standard Hours

Please enter opening and closing times for each day of the week. Time should be entered using the 24 hour clock, eg. 09:00–17:30.

Only times may be entered into the opening / closing times table. Please enter any additional information in the Additional Information area below.

- Enter your opening hours per day
Note: *Hours are in 24-hour format (e.g. 5pm = 17:00)*
- Use the toggle for days your practice is Closed
- Use the **Additional Information** section to include more detail e.g. your Preferred Afterhours Provider
- Click **Save**

- Scroll down for Public Holidays, Summer Holidays and Special Hours
- If no holidays are showing, click on the **pen icon** and **Add Public Holiday**
- **Special hours** are for one off events where you may need to close or open for a day.

Updating your Description and Services Provided:

- Select **What we do** on the navigation panel
- Use the **Description** section to introduce your practice in your own words. We've pre-populated some wording to get you started.
- Click **Save** when you are finished

- Click the **pen icon** for **Services Provided**
- Use the **(+)** icon on the left hand list to select the services you provide
Note: some services have **subtype options** to select (e.g. Immunisation). Use the **pen icon** to select the subtypes you offer
- Click the **(-)** icon on the right hand list if you no longer offer a service

Updating your Enrolment Status:

- Select **Access, Fees and Logo** on the navigation panel
- Select **Enrolling new patients** and click the **pen icon**
- Use the **(+) (-)** options to choose **Yes or No**
- Click the **Show content** option to include any extra information e.g. enrolment eligibility
- Click **Save**

Updating your Fees information:

- Select **Access, Fees and Logo** on the navigation panel
- Select **Fees** and click the **pen icon**
- Complete the Fees table for your **Enrolled Patient Fees**
There is a column for *Without CSC* and *With CSC* fees.
- You can use the **Additional information** section for any other fee information you wish to provide
- Click **Save**

Age Range	Without CSC	With CSC
Under 6 years	0.00	0.00
6 to 13 years	0.00	0.00
14 to 17 years	13.00	0.00
18 to 24 years	19.00	0.00
25 to 44 years	19.00	0.00
45 to 64 years	19.00	0.00
65+ years	19.00	0.00

Updating your Staff and GPs:

- Select **Our People** on the navigation panel
- Use the **Staff** section add any of your staff, including Nurse Practitioners.

Remove a GP:

- GPs are listed under the **People** section
- Click the **pen icon** beside the GP's name
- Then click **Delete**

Search people

Find a person

Person Type
General Practitioner

Registration Id

SEARCH

Find person by name

Given name

Family name

SEARCH

Cancel Add person

To add a new GP:

- At the bottom of the **People** section, click the **+Add New Person** button
- Use the **drop-down arrow** for **Person Type** and select **General Practitioner**
- Enter the person's **Registration Number** and click **Search**
- Select the **person's name** and click **Add person**

Approving your changes:

If you do not approve your changes, no changes will be made on the live page.

- When you are finished editing, scroll to the bottom of the page
- Click **Review your changes**
- Check your changes on the next page
- If you are happy with your changes, click **Approve** to finish

Review and Publish Your Changes

Please ensure links or information included in your Healthpoint Profile comply with the only. Off-label promotion is prohibited.

Review your changes Review later