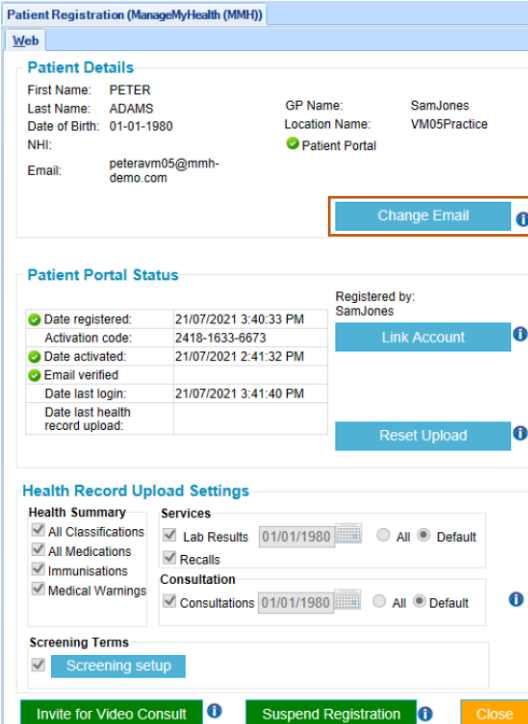


## Changing a Patients Email Address

**Purpose:** At any time, the practice can change the patients email address from within the Patient Registration form. NB: the Patient will also be able to update their email address by logging into their account (My Account -> Update Email).

ManageMyHealth Ribbon Menu → Patient Registration

1. Open the Patient Registration
2. Click 'change email'



**Patient Registration (ManageMyHealth (MMH))**

**Web**

**Patient Details**

First Name: PETER  
 Last Name: ADAMS  
 Date of Birth: 01-01-1980  
 NHI:  
 Email: peteravm05@mmh-demo.com

GP Name: SamJones  
 Location Name: VM05Practice  
 Patient Portal

**Change Email** ⓘ

**Patient Portal Status**

Registered by: SamJones

Date registered: 21/07/2021 3:40:33 PM  
 Activation code: 2418-1633-6673  
 Date activated: 21/07/2021 2:41:32 PM  
 Email verified  
 Date last login: 21/07/2021 3:41:40 PM  
 Date last health record upload:

**Link Account** ⓘ

**Reset Upload** ⓘ

**Health Record Upload Settings**

**Health Summary**

All Classifications  
 All Medications  
 Immunisations  
 Medical Warnings

**Services**

Lab Results 01/01/1980  All  Default  
 Recalls

**Consultation**

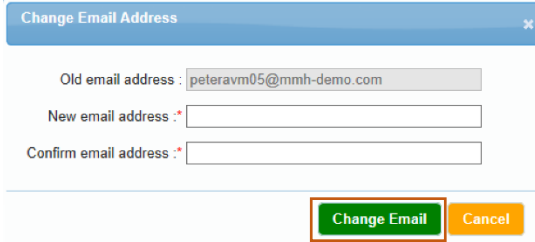
Consultations 01/01/1980  All  Default ⓘ

**Screening Terms**

Screening setup

**Invite for Video Consult** ⓘ **Suspend Registration** ⓘ **Close**

3. Enter the patients new email address
4. Click 'change email'



**Change Email Address** ✕

Old email address : peteravm05@mmh-demo.com

New email address :\*

Confirm email address :\*

**Change Email** **Cancel**

**Note:** Please inform the patient they will be notified via a confirmation link to their new email address, to complete the process.