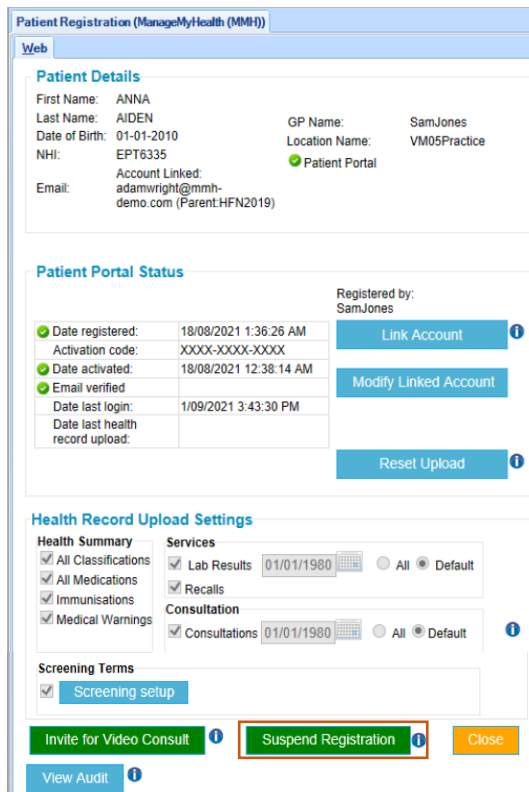


# Suspending and Re-Registering a Patient

**Purpose:** If the patient leaves the Health Centre, or is deceased, their registration should be suspended.

## Suspending a Patient Registration

1. Go to the ManageMyHealth ribbon menu in your PMS -> click on the Patient Registration icon.
2. Click 'suspend registration'



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

Web

**Patient Details**

First Name: ANNA  
 Last Name: AIDEN  
 Date of Birth: 01-01-2010  
 NHI: EPT6335  
 Email: adamwright@mmh-demo.com (Parent:HFN2019)

GP Name: SamJones  
 Location Name: VM05Practice  
 Patient Portal

Account Linked: adamwright@mmh-demo.com (Parent:HFN2019)

**Patient Portal Status**

Registered by: SamJones

Date registered: 18/08/2021 1:36:26 AM  
 Activation code: XXXX-XXXX-XXXX  
 Date activated: 18/08/2021 12:38:14 AM  
 Email verified

Date last login: 1/09/2021 3:43:30 PM  
 Date last health record upload:

Buttons: Link Account, Modify Linked 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

Buttons: Invite for Video Consult, **Suspend Registration**, Close

View Audit

3. Click 'OK'



**Suspend Patient Registration?**

You have chosen to suspend the data upload to the patient portal for this patient.

When suspension occurs the data that has been sent to the ManageMyHealth website will not be deleted.

The patient will be able to logon and view data already sent to the portal. After suspending patient you can re-register the patient with new export options or new email address.

When the re-register occurs the ManageMyHealth website will refresh data based on the new export options.

Continue with patient suspension?  
 Click Ok button to suspend the patient's registration to the patient portal.

Buttons: **OK**, Cancel

## Re-registering a Patients' Registration

1. Go to the ManageMyHealth ribbon menu in your PMS -> click on the Patient Registration icon.
2. Click 're-register'

Patient Registration (ManageMyHealth (MMH))

Web

**Account has been suspended.**

**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

**Patient Portal Status**

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:  
Date last health record upload:

Registered by: SamJones  
[Link Account](#)

**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.](#) [Re-register](#) [Close](#)

[View Audit](#)