





Accessing Usage Reports

Purpose: These reports give the practice information about patients that are using your portal.

Login to ManageMyHealth Account ➡ Usage Menu ➡ Usage Reports

Usage Menu

-  Usage Query
-  **Usage Reports**
-  Staff List
-  Payment Report

1. Select the report you would like to view and click 'search'

Health Centre VM 06 Millstone Family Practice ▼

Report Name
(select report and click on search)

Report 1: Patient Registration Overview

Report 2: Patient Registration - Ethnicity Breakdown

Report 3: Patient List - Registered and Activated

Report 4: Patient List - Registered and Yet To Activate

Report 5: Patient List - Suspended

Report 6: Staff Activation Overview

Report 7: Patient Login Count

Report 8: Staff Login Count

Report 9: Secure Mail usage by patient

Report 10: Secure Mail usage by staff

Report 11: Online Appointment Usage

Report 12: Repeat Prescription Usage

Report 13: Video Consultations Usage

Report 14: Patient Registered by

Report 15: Patient Default Provider

Report 16: Patient List - Linked Patients

Q Search
Export To PDF
Export To Excel

2. View the report output at the bottom of the screen, there are explanations to tell you how this report is made up, and where it is pulling the data from.

Report 1: Patient Registration Overview (Number of patients registered to the patient portal)

Health Centre	# Registered	# Activated	# Yet to Activate	# Mobile Users	# Suspended
VM 06 Millstone Family Practice	493	91	398	3	4

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Column Description:

- #Registered – The number of patients registered for the patient portal
- #Activated – The number of patients who have activated their account
- #Yet to Activate – The number of patients who are yet to activate their account
- #Mobile Users – The number of activated patients who are using the Mobile App
- #Suspended – The number of user accounts that have been suspended by the practice

3. You can also choose to export the report to a PDF or Excel

Q Search

Export To PDF

Export To Excel