

evitas
all your health

Getting Started with Evitas Patient Help Guide

Contents

Features of Evitas

Registering with Evitas

- Personal Information**
- Login Details**

Login to Evitas

Your Evitas Profile/Dashboard

- My Profile**
- Biometrics**
- Diagnoses**
- Medications**
- Allergies/Intolerance**
- Vaccinations**
- Supplements**
- Clinical Documents**
- Prescriptions**
- Investigations Requested**
- Correspondence Inbox**

Connections

- Connected**
- Disconnected**

Requests
Permissions

Appointments

Notifications

Mailbox

E-diary

Downloading a Summary of Your Medical History

Clinical Notes

Useful Links

Profile Settings

Welcome

Welcome to Evitas, congratulations on taking the first step to 'Taking Control of Your Health and Owning Your Health Records'.

Evitas brings all your health records and information together in a single place. It offers you a confidential, fast, and simple system for storing and sharing your information and provides you and your healthcare provider with a complete picture of your health and well-being online.

Key Features of Evitas

1. You can combine and store all your health records, test results, appointments, medical information and more in one secure online platform.
2. You can directly connect with your healthcare provider (HCP) and share your medical information confidentially ensuring everyone involved in your care has the full picture.
3. By connecting all your HCP(s) through Evitas, you can develop an integrated care team that will provide coordinated healthcare solutions faster and more easily than through traditional methods. This provides you the best chance of improving your health and quality of life.

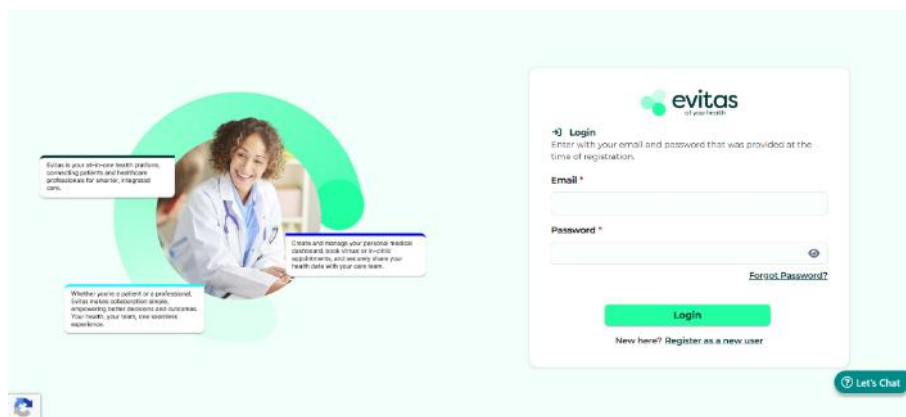
Take the first step by registering with Evitas.

All fields with an * are mandatory fields.

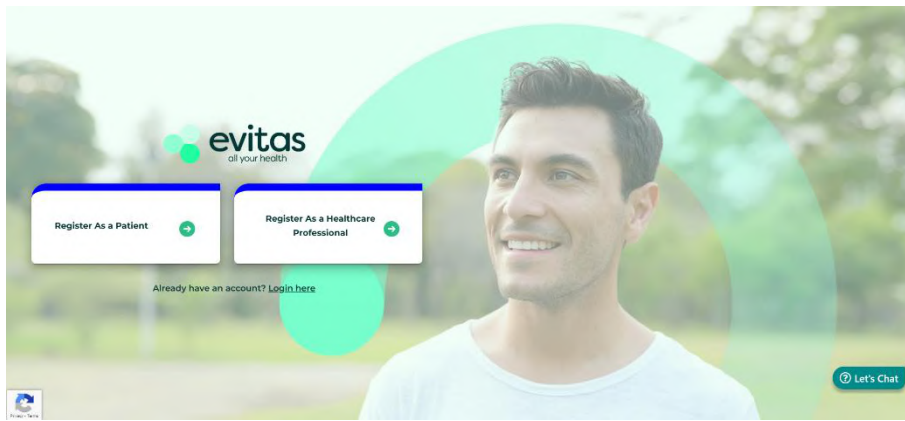
Where you see this  symbol, it indicates help information.

Registering with Evitas as a Patient

- Click on **Register** as a new user.



You will be taken to a screen that gives you the option to register as a **Patient** or as a **Healthcare Professional**.



Select the **Register as a Patient** option by clicking on the green arrow. You will be taken to a screen where you need to complete two sections:

1. Personal Information
2. Login details

Note that any fields marked with a red asterisk (*) are mandatory and need to be completed.

Throughout the platform, you will find icons like (i). By clicking these icons, you can view short descriptions of the field, its requirements, and useful links that you can browse to improve your understanding.

Section 1 - Personal Information

Complete the following fields with your personal information:

- Title
 - Select a title from the drop-down menu
- First Name
- Middle Name
- Last Name
- Gender
 - Select a gender from the drop-down menu
- Date of Birth
 - Click on the calendar icon and select the correct date, month and year
- Contact Number

- Address/Post Code
 - Type in your postcode, a drop-down menu will appear for you to select your address
- Emergency Contact Name
- Emergency Contact Number

Section 2 – Login Details

- Add your email address and create and confirm a password.

Your password must be a minimum of 8 characters and should include one upper case letter, one lower case letter, one special character and a number. This will be the information you will use to log in to your Medical Dashboard in the future.

In order to use Evitas, you need to agree to the **Terms of Use** and **Consent** to your data being processed in accordance with the Privacy Policy. These are a mandatory requirement.

- Click on the **Terms of Use** link to read them and then check the box - I agree to the Terms of Use.
- Click on the **Privacy Policy** link to read it and then check the box – I consent to my personal data being processed by Evitas in accordance with the Privacy Policy in order for me to access the Online Platform, App, and Services.
- You can opt-in to receive marketing by email or text from Evitas.
- Click on **Register**.

Failure to complete the fields marked with an asterisk (*) will result in an error message being displayed and you will not be able to progress with registration.

After successful completion of the form. You will be sent a code to your email address which is needed to authenticate your account.

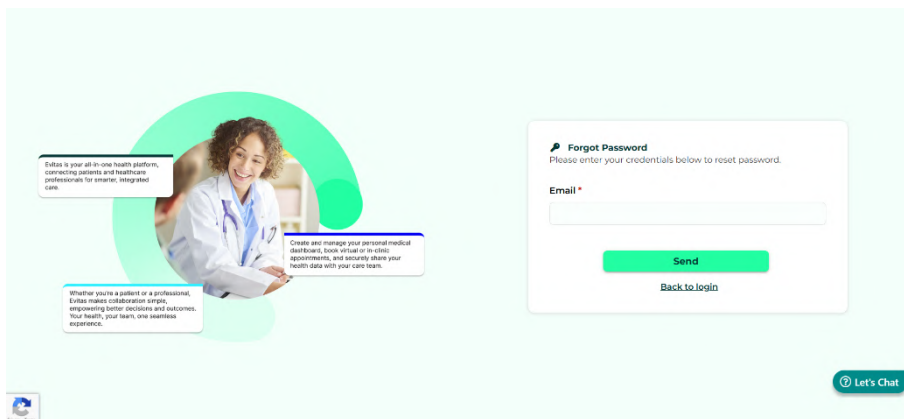
- Type in the code that has been sent to you into the **Authenticate New Account** field and click **Verify**.

If you don't receive a code, you can click on **Resend Code**. Once authenticated, you will be taken to the **Login** screen.

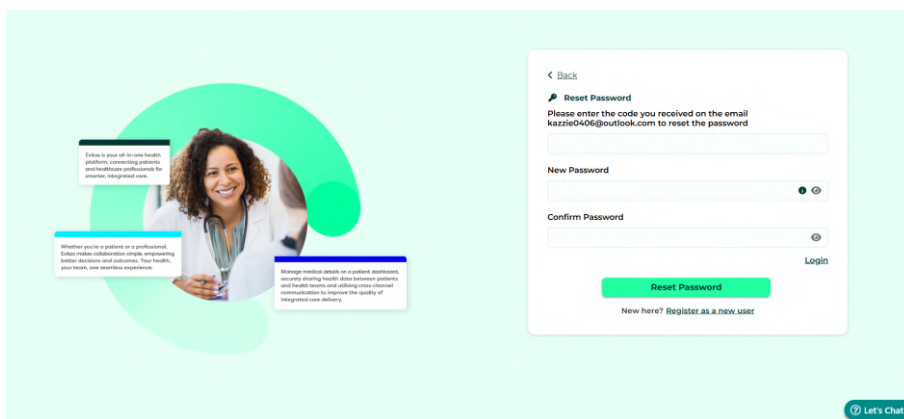
Login to Evitas

Once you have registered and authenticated your account, you can log in to Evitas using the email address and password you created.

- If you have forgotten your password, click on **Forgot Password?** Enter your email and click **Send**.



You will be sent an email with a verification code. Enter the code and then create and confirm your new password. Click on **Reset Password**. A confirmation that your password has been changed will appear on screen and you will be taken back to the Login screen.



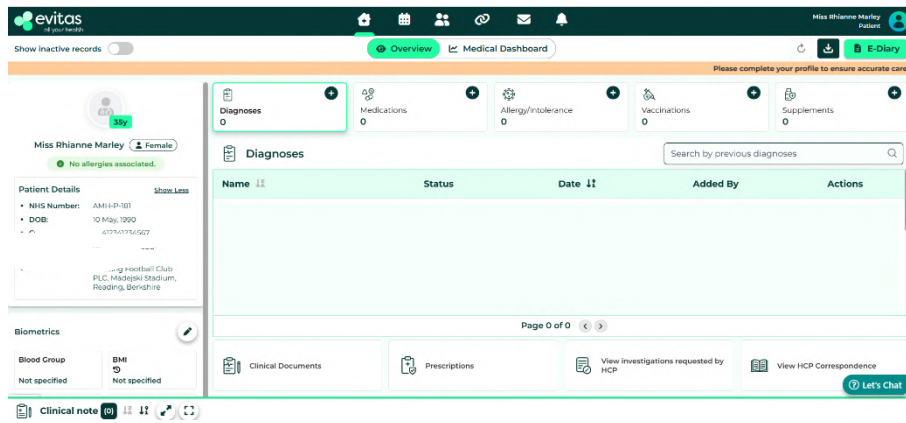
On the Login screen add your email address and password and click **Login**. A Multi-Factor Authentication pop appears asking for a verification code that has been sent to your mobile phone. Add the verification code and click **Verify**.

You will then be taken to your **Medical Dashboard** and offered an option to Configure Multi-Factor Authentication (MFA) using Google Authenticator. If you wish to do this follow the instructions on screen. Alternatively, you can click Skip or Don't Remind Me if you do not want to configure your MFA.

My Medical Dashboard

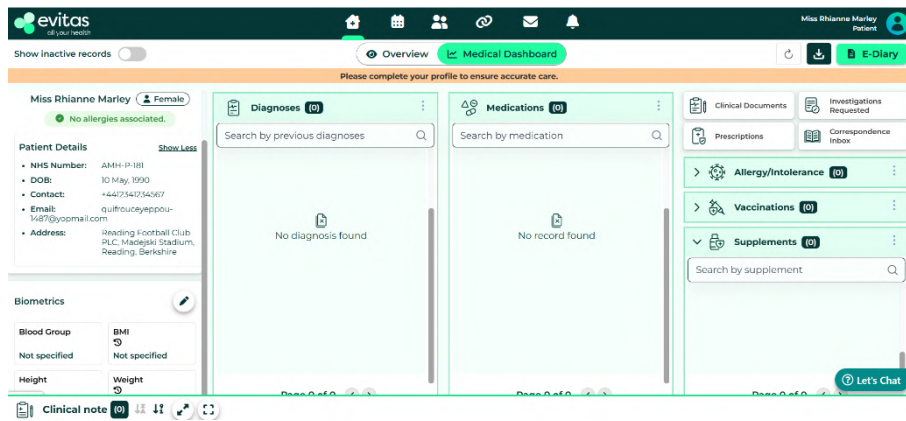
Shortcuts to your **Medical Dashboard, Appointments, Connections, Useful Links, Mailbox, Notifications** and **Your Profile** can be found on the header of the dashboard when you view the site in full-screen mode. You also have the option to look at an overview of your dashboard or full view of your medical dashboard.

Overview



In the Overview mode the view that you see will depend on which tab you have selected. In this example, Diagnoses are visible on screen because the Diagnoses tab is selected. The selected tab has a blue outline.

Full Medical Dashboard



In the Full Medical Dashboard view you will see all **Diagnoses** and **Medications** with **Allergy/Intolerance**, **Vaccinations** and **Supplements** visible when selecting the arrow to view.

You can now start adding information to your **Medical Dashboard**. To enable you to use all the functions within Evitas, you **MUST** complete your **Profile** which contains one mandatory and two optional sections.

There are 8 sections for you to complete with your medical information. You can continually add information to these sections to ensure your medical records and history are up to date. This will enable you to share (with your consent) this with any HCPs involved in your care (see **How to Connect** section).

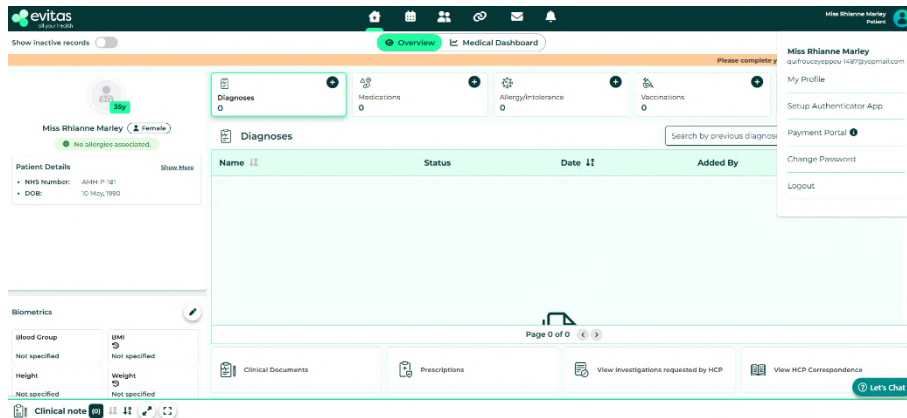
1. My Profile
2. Biometrics and Smoking Status
3. Diagnoses
4. Medications
5. Clinical Documents
6. Allergy/Intolerance
7. Vaccinations
8. Supplements

You will also see three additional sections; **Prescriptions, Investigations Requested** and **Correspondence Inbox**. To use these sections you will need to be connected to your Healthcare Professionals, see **Connections** section below.

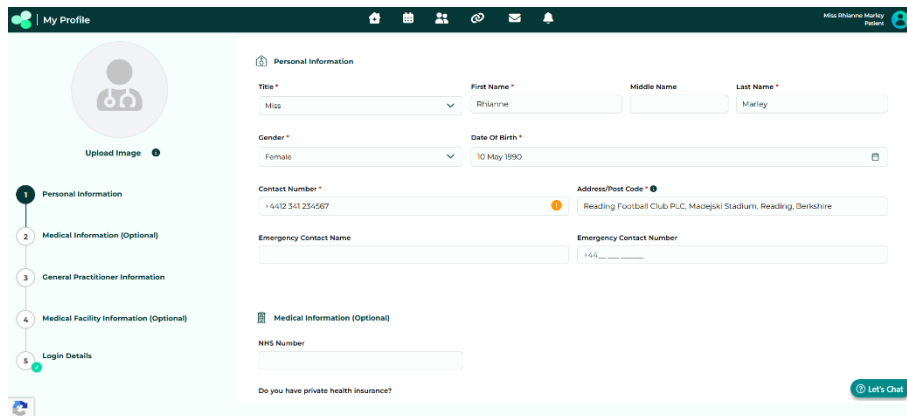
At any time, you can return to the dashboard by clicking on the **Evitas** icon if you are viewing the site in full screen or by clicking on the **Back to Dashboard** arrow.

Section 1 My Profile

Click on your name in the top right hand corner of the page next to your name to access **Your Profile**.



Click on **My Profile**.



Click on the circle containing the number 2 titled **Medical Information (Optional)** on the left hand side of the page. This takes you to the **Medical Information** fields.

You have the choice to add in your NHS Number and details of any Health Insurance Provider(s) you may have.

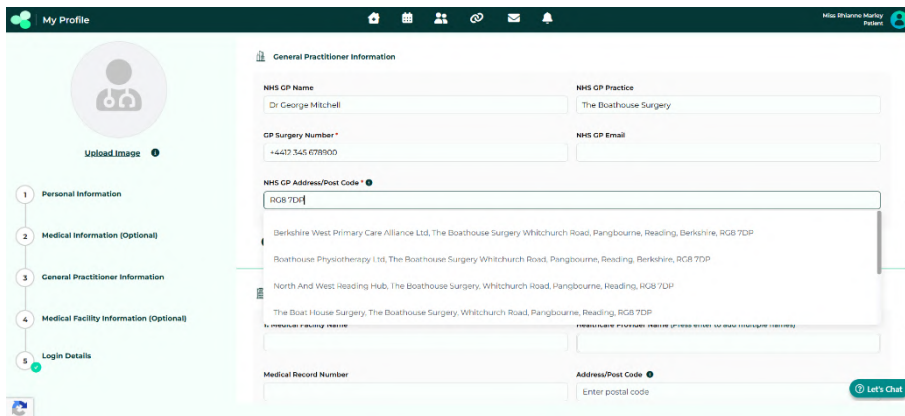
- Add your NHS Number. If you don't have the NHS number, then you can obtain it from your NHS app or from your GPs surgery.
- If you have Private Medical Insurance click Yes and complete your Health Insurance Provider Name and your Membership Number.

You can add more than one provider, to add a second or new insurance provider, click on the **(+) Add a New Health Insurance Provider** and complete as done previously.

Click on the circle containing the number 3 titled **General Practitioner Information** on the left hand site of the page. This takes you to the **General Practitioner Information** fields which are mandatory and required to enable you to use all the functions in Evitas.

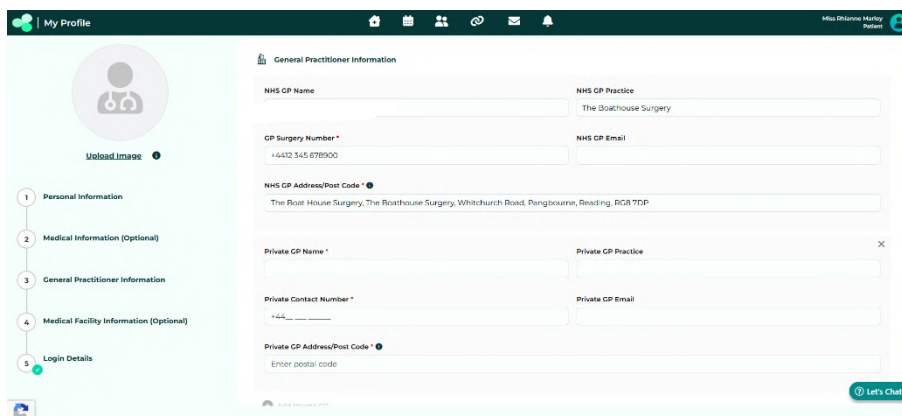
Complete the following details:

- NHS GP Name
- NHS GP Practice Name
- GP Surgery Contact Number
- NHS GP Email Address
- NHS GP Address/Postcode
 - When you type in the postcode of your practice, a drop-down menu will appear for you to select the correct address

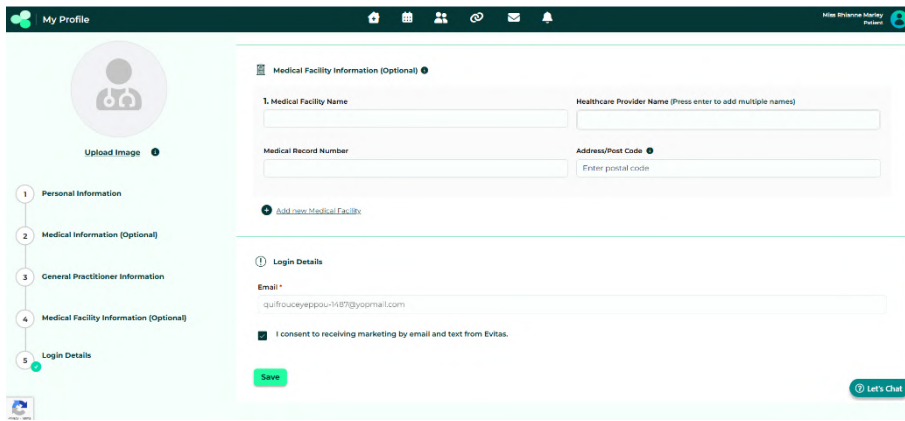


If you would like to add a Private GP, click on **(+) Add Private GP**. Complete the following fields:

- Private GP Name
- Private GP Practice Name
- Private GP Contact Number
- Private GP Address
 - Type in the practice postcode, a drop-down menu will appear for you to select the correct address



Click on the circle containing the number 4 titled **Medical Facility Information (Optional)** on the left hand site of the page. This takes you to the **Medical Facility Information (Optional)** fields.



In this section, you can add the name(s) of any hospitals/clinics where you receive your medical care.

Complete the following details:

- Medical Facility Name; could be a hospital or clinic
- Healthcare Provider Name; healthcare provider (HCP) refers to the doctor, consultant, or HCP you see at a particular hospital/clinic. If you are seeing multiple HCPs at this medical facility then by pressing enter on your key board you can add names of additional HCPs in this section.
- Medical Record Number; this relates to the specific medical record number you have at the hospital or clinic
- Medical Facility Address/Postcode
 - Type in the Facility's Address/Postcode, a drop-down menu will appear for you to select the correct address

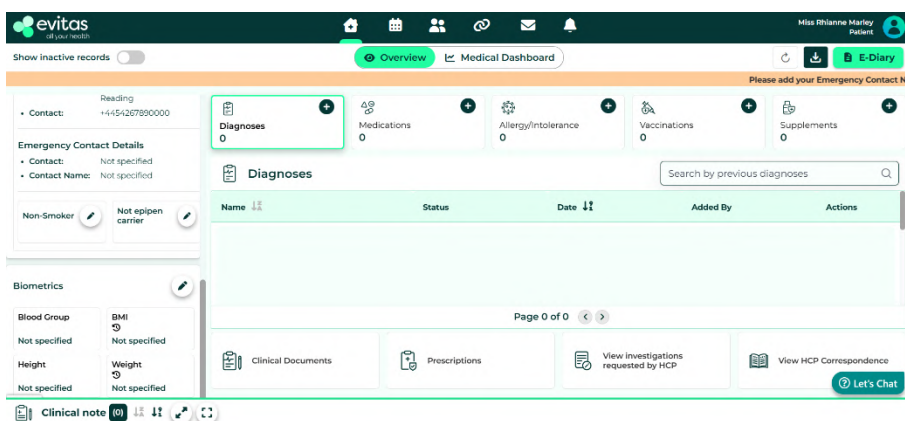
You can add more than one Healthcare Facility by clicking on the **(+) Add New Medical Facility** and complete as done previously.

Click on the **Save** button to complete your profile and then click on the My Medical Dashboard icon or the Evitas logo to return to your dashboard.

Failure to complete the fields marked with an asterisk (*) will result in an error message being displayed and you will not be able to save your profile.

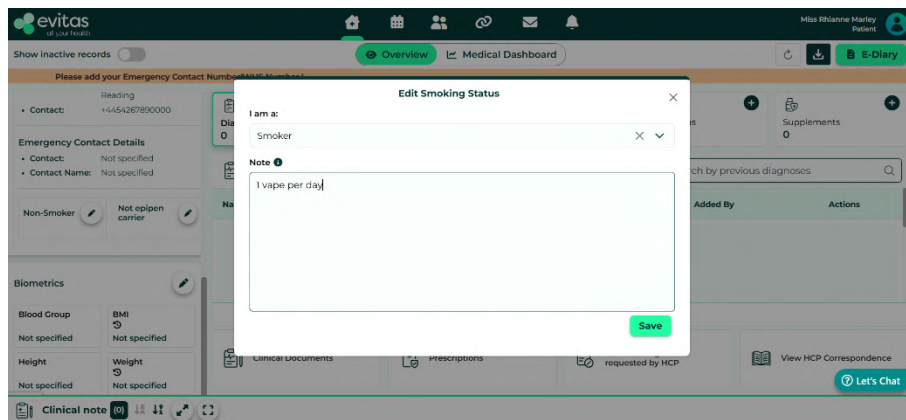
Section 2 Biometrics and Smoking Status

Add in your **Biometrics** (height, weight, BMI and blood group) and **Smoking Status**.



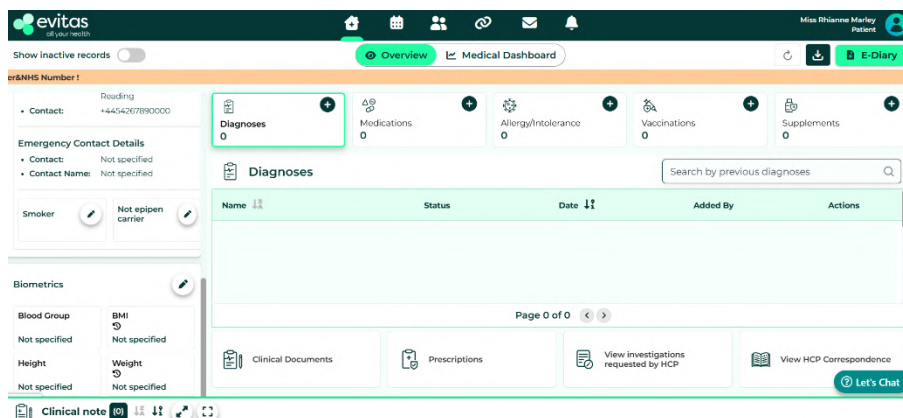
Click on the pen/paper icon to open the **Smoking Status** on your profile. You can also click on the (i) icon to view a short description of the field to assist you.

- Click on the down arrow to select whether you are a smoker or non-smoker.
- Add in **Notes** for adding any information such as whether you are an ex-smoker or how many cigarettes you have been smoking and for how long.

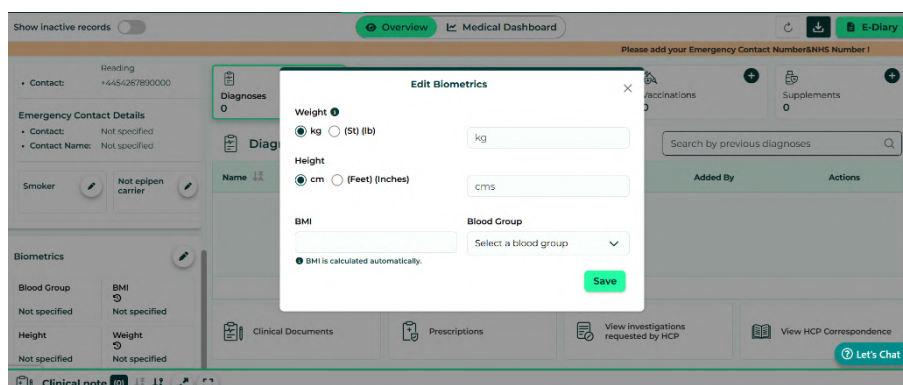


- Click **Save**.

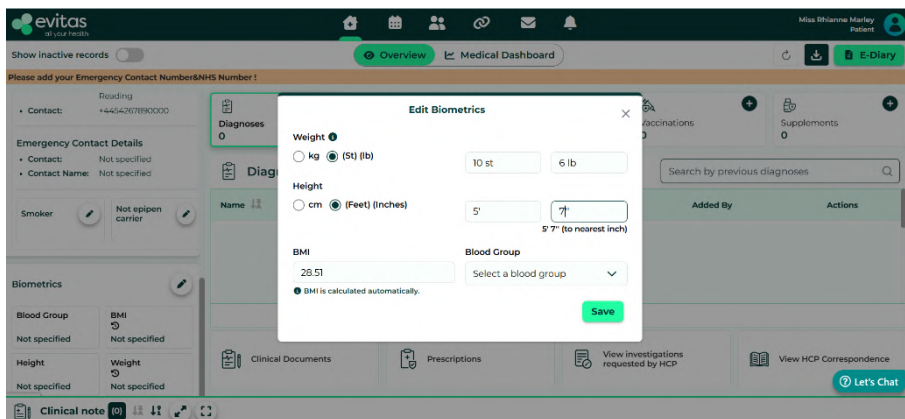
Add your **Biometrics**. Click on the pen/paper icon. You can also click on the (i) icon to view a short description of the field to assist you.



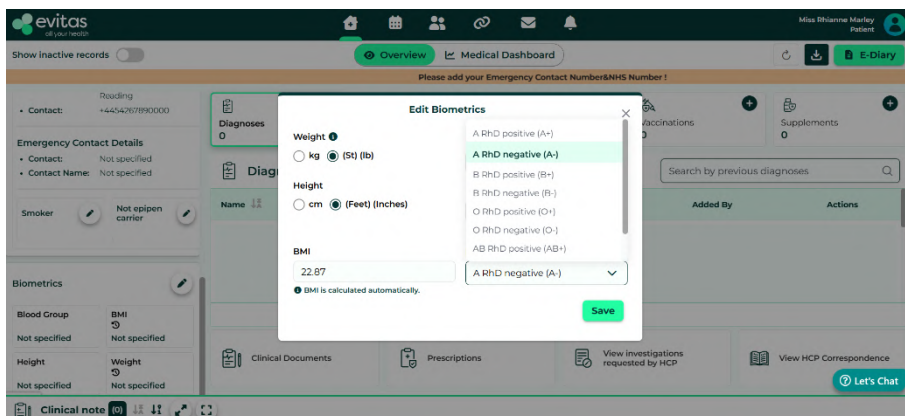
The Biometric window will appear showing fields to complete for Height, Weight, Blood Group and BMI.



- Type in your weight in either kilograms (kg) or (lbs).
- Type in your height in centimeters (cm) or feet (inches).
- Your BMI will be calculated automatically.

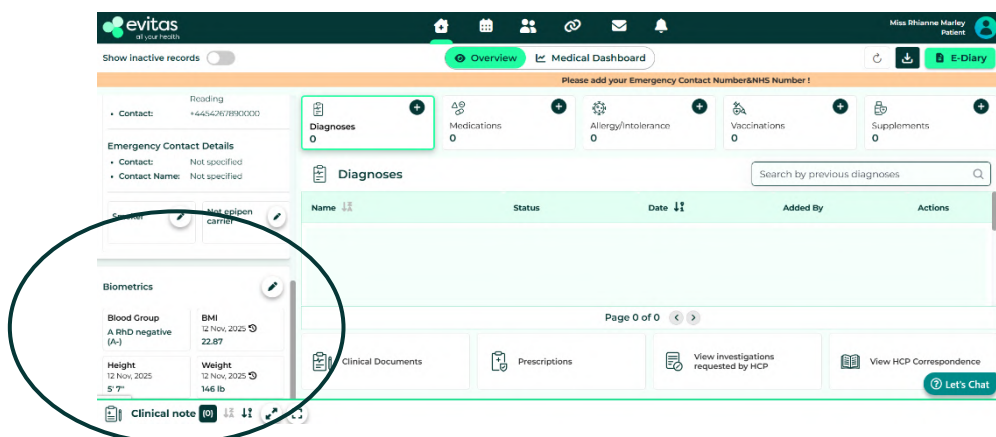


- Select your blood group from the drop-down menu by clicking the arrow. If you do not know your blood group then click on 'unknown'



- Click **Save**.

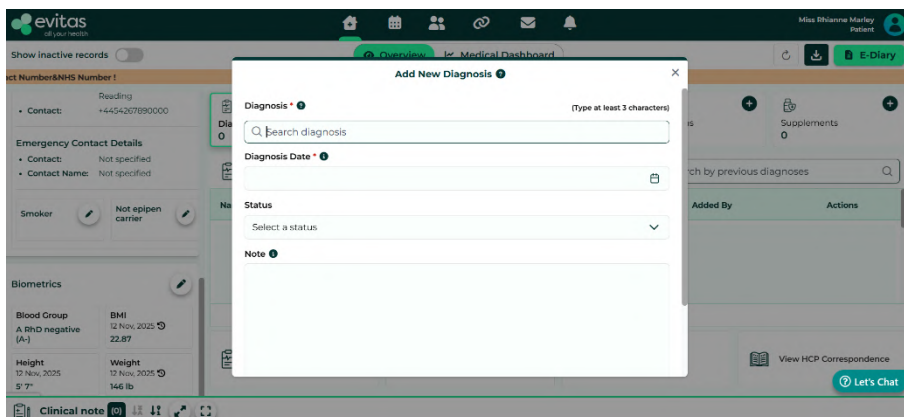
You will now see your **Biometrics** in your **Medical Dashboard** underneath your personal information on the left-hand side of the screen.



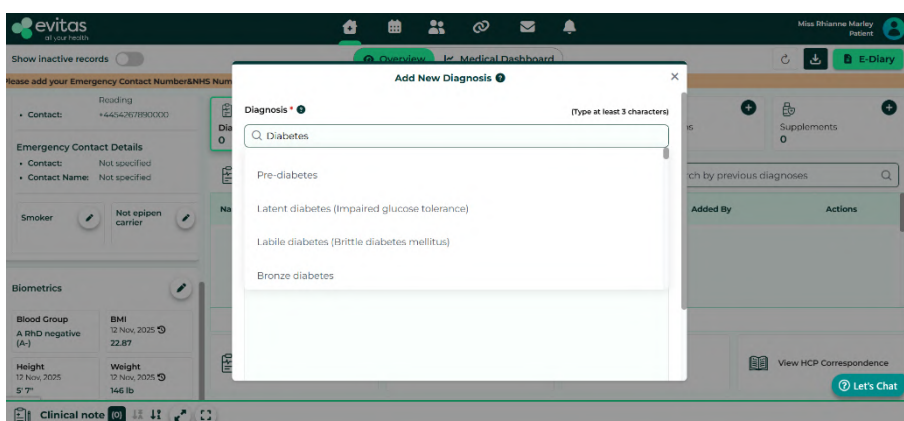
You can change/update your biometric profile by clicking the blue pen/paper icon. A history of your changes can be seen by clicking on the curved arrow next to the date for weight and BMI.

Section 3 Diagnoses

To add a **Diagnosis**, click the **(+) Add New** sign in the **Diagnoses** box. This will open the **Add a New Diagnosis** window.



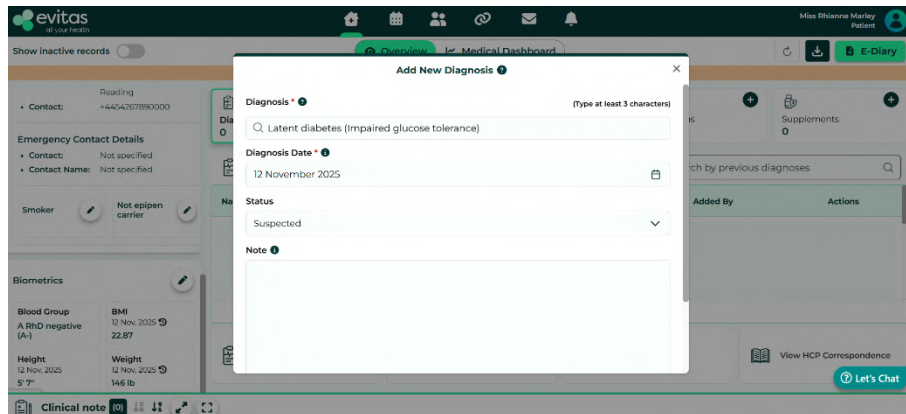
- Start to type the name of your **Diagnosis** in the **Diagnosis** field. As you type, the system will search the database and provide a drop-down menu which only displays the first four options, use the right-hand scroll to search for other options.
- The database uses an internationally recognised classification of diseases used by all healthcare professionals called SNOMED. You can also click on the (?) icon to view a short description of the field, which includes an explanation of SNOMED and a link to the NHS website which can help with selecting the right diagnosis. If you are still not sure of the exact diagnosis speak to your healthcare professionals. GPs usually have a list of your diagnoses and treatments which may be available electronically through their website or the NHS app. You can also read our blog on www.evitas.co.uk.



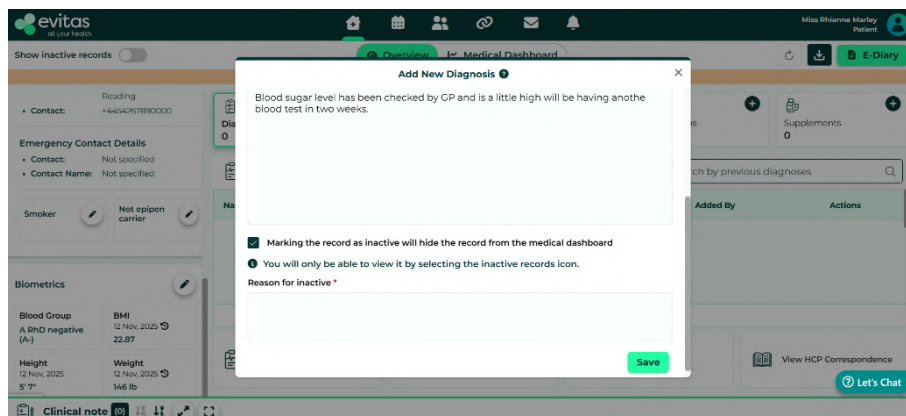
- Select the correct option and add in an exact or approximate date of **Diagnosis** using the calendar icon.

In the **Status** field, you can mark the diagnosis as **Suspected**, **Under Investigation** or **Confirmed**. A **Diagnosis** may be **Suspected** when symptoms point to a certain diagnosis but the picture is not entirely clear and it cannot be categorically confirmed. **Under Investigation** refers to an early stage when tests to confirm the **Diagnosis** are underway therefore you might want to mark it as **Under Investigation**. A

Diagnosis is Confirmed when all test results and assessments are complete and your HCP has confirmed the diagnosis to you. In this situation, the **Diagnosis** is considered as confirmed.



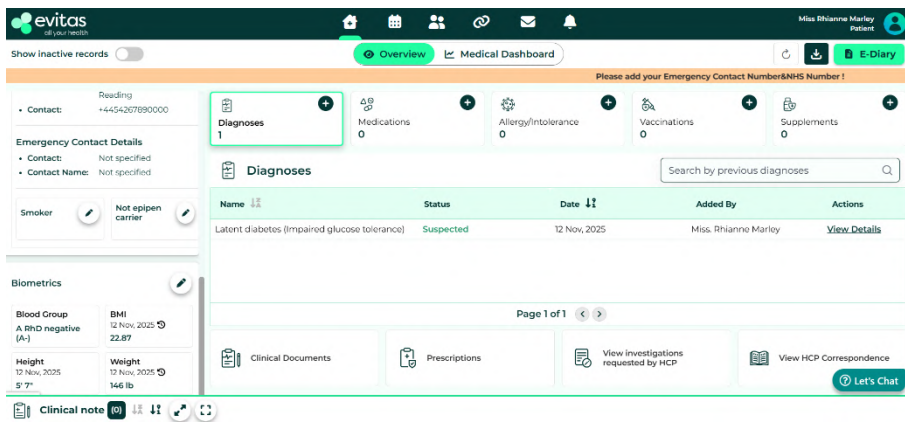
- In the **Notes** field, provide a basic description of the **Diagnosis** to let your health professional understand the **Diagnosis** more. You can provide a date frame or anything important relevant to this **Diagnosis**. For example, you can write the name of the doctor who made the **Diagnosis** and what tests you had to confirm it etc. You can make notes related to the progress of your symptoms and response to treatment and even important summary of communication with your HCP related to that **Diagnosis** etc in this section.
- You can mark a **Diagnosis** as inactive (if it is no longer relevant) by ticking the square box. This will hide it from your medical history but can still be seen when you click the **Inactive Records** icon at the top right corner of the screen. Inactive records will appear greyed out. When you mark a **Diagnosis** inactive, you will be prompted to add a note about why you are marking it inactive. Ideally, please consult your healthcare professional before marking the **Diagnosis** inactive, as it may be an important part of your health and well-being history.



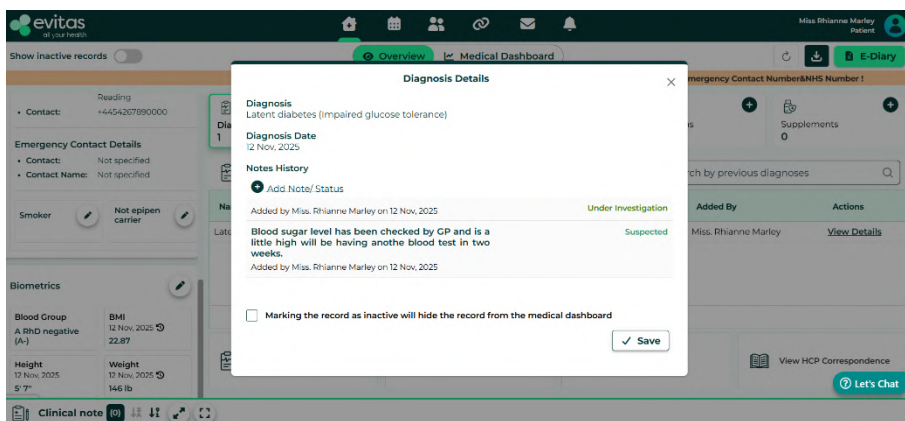
- Click **Save**.

Failure to complete the fields marked with an asterisk (*) will result in an error message being displayed and you cannot progress.

You will now see your record in the **Diagnosis** section of your **Medical Dashboard**.



If you wish to look at the record, click on **View Details**, a **Medical Records Detail** box appears. Any new information (Notes) or a change in the status of a **Diagnosis** can be added here by clicking **Add Note/Status**. The **Diagnosis** is updated. Click on **View Details** to view the details and history.



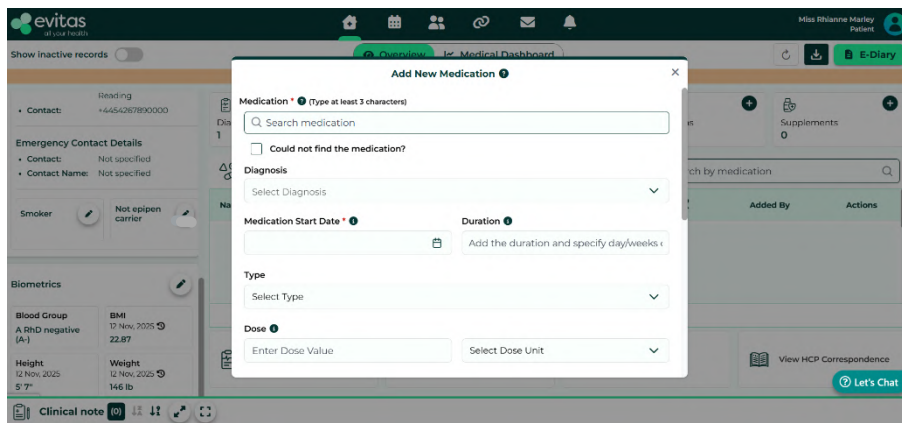
An email notification is sent to you advising that a **Diagnosis** has been added or if there has been an update to a **Diagnosis**.

To add further diagnoses, repeat the steps above.

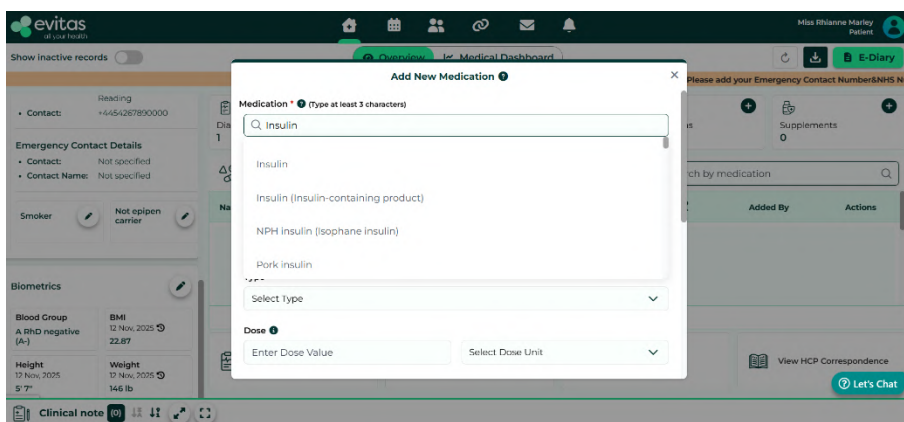
Your diagnoses can be filtered either in date order or alphabetically using the arrows that can be found next to the **Diagnosis** title. If you have multiple diagnoses, you can search for a particular diagnosis using the **Search by Diagnosis** bar.

Section 4 Medications

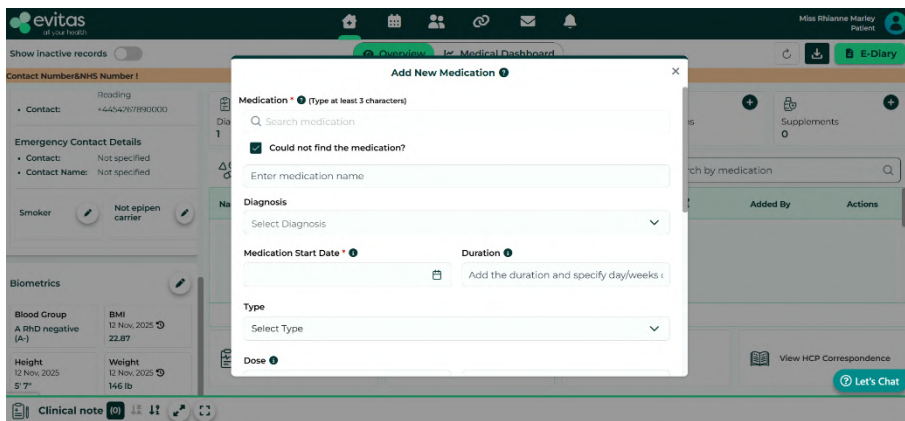
To add a **Medication**, click the **(+) Add New** sign in the **Medications** box. This will open the **Add a New Medication** window. At any point, you can view the descriptions and browse the useful links attached to the fields by clicking on the **(i)** icon.



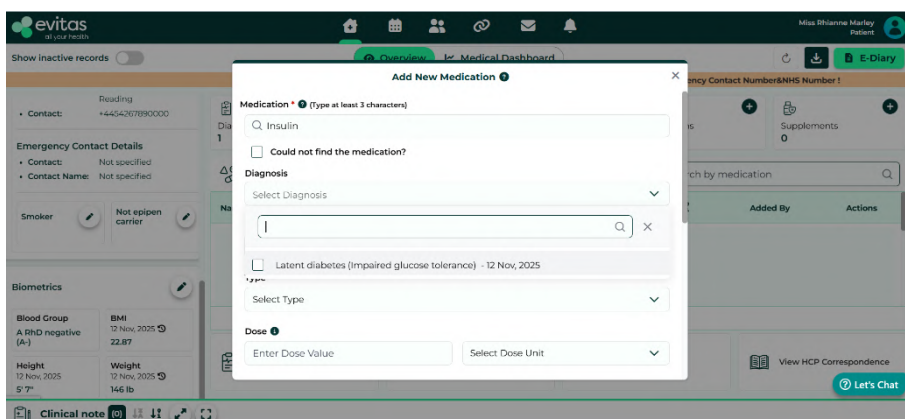
- Start to type the name of your **Medication** in the **Medications** field. As you type, the system will search the database and provide a drop-down menu which only displays the first four options, use the right-hand scroll to search for other options.



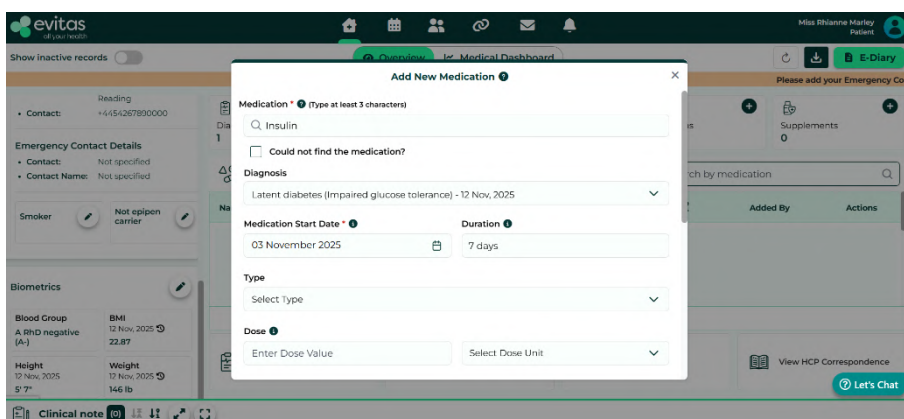
- Some medicines have more than one name (brand names used by manufacturers to sell their products). Not all brand names will be shown in the drop-down list. If you don't see your medicine on the drop-down list, please find out what the 'Generic Name' (approved name) given to the medicine is. The NHS website can help with providing this information if you are unsure, you can search by the brand name and it will give you the generic name. This link; www.nhs.uk/medicines can be found in the useful links section at the top icon bar of the page (see **Useful Links**). If you are still unsure, you can obtain the information from your GP records including the NHS App or hospital records by communicating with your HCPs. This will help give you the precise dose information that you will need in the subsequent parts of this section.
- If you are still unable to find your medication, check the **Could Not Find Medication** box. You will then have the option to add your **Medication** using free text.



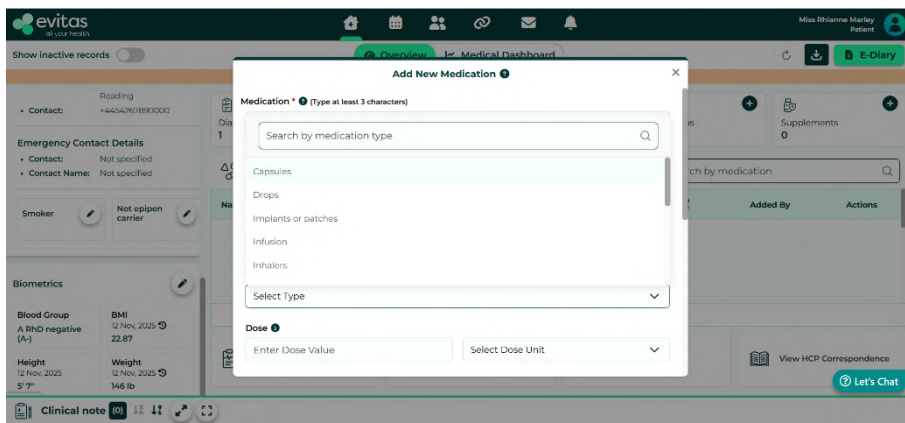
- You can link your **Medication** to a particular **Diagnosis** that you have previously added. If you are not sure of which **Diagnosis** you are taking the medicine for then you can leave this space blank.



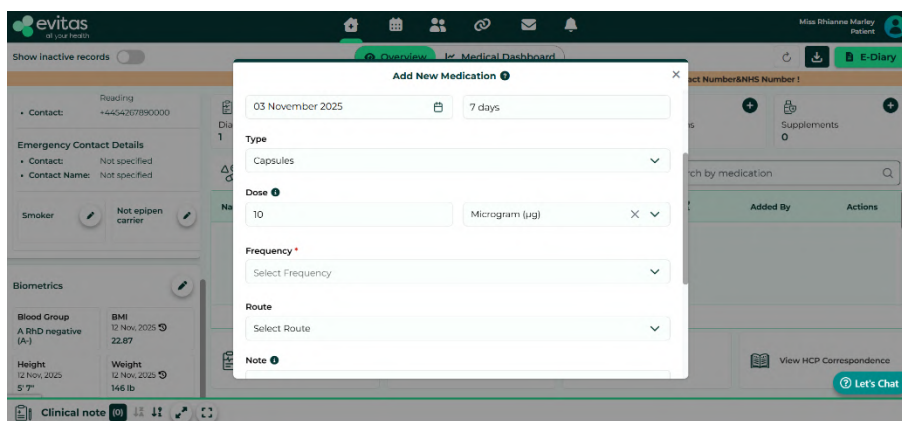
- Select the correct option and add in an exact or approximate **Date** using the calendar icon when you started your medication.
- Then type in the **Duration** specifying days/weeks/months.



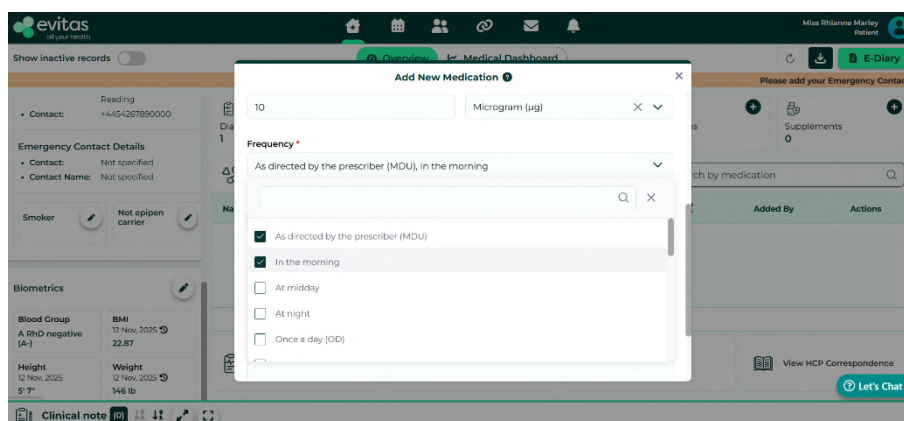
- In the **Type** field, provide the type of medication you are using. It can be capsules, drops, implants or patches, infusion, inhalers, injections, liquid, nebuliser, powder, sachets, suppositories, tablet, tablets you don't swallow, (know as buccal or sublingual tablets or liquids), topical (creams, lotions, or ointments).



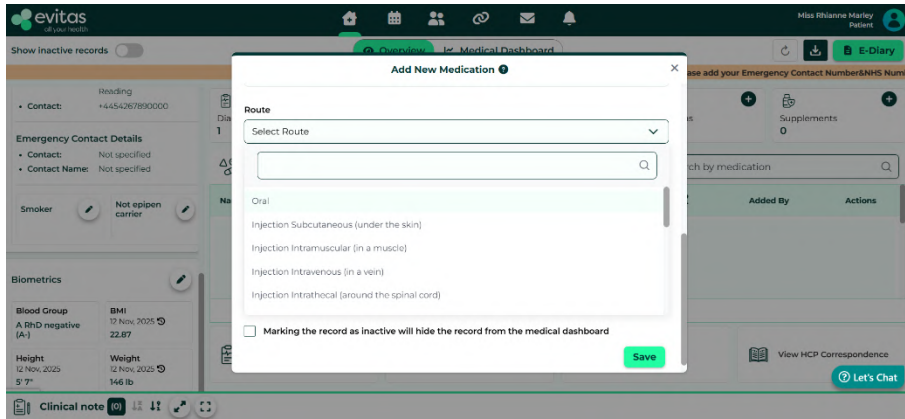
- You can add the **Dose** and **Unit of Measurement** of your **Medication** that can be found on your prescription or the medication packing/label.



- Add the **Frequency** of your **Medication**, i.e, how many times a day you take your medication, as instructed by your doctor from the drop-down menu. If you are unsure of this, you will be able to find the information on your medication box or label.

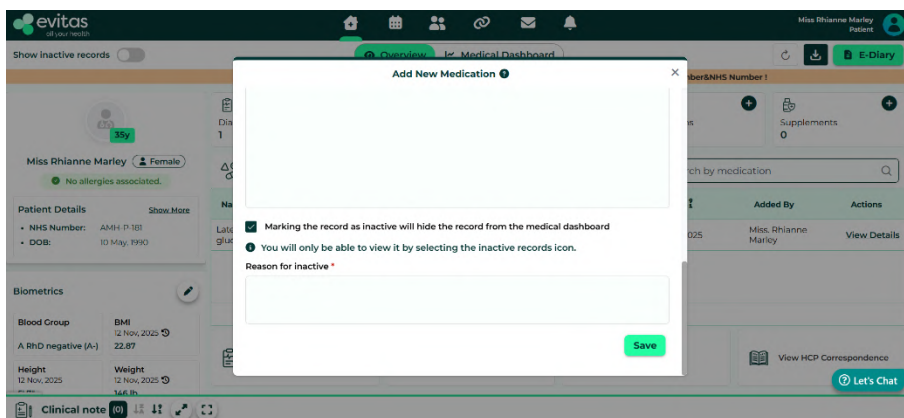


- In the **Route** field, please select the route of administration. It can be oral, injection subcutaneous (under the skin), injection intramuscular (in a muscle), injection intravenous (in a vein), injection intrathecal (around the spinal cord) sublingual (under the skin), buccal (between the gums and teeth), rectal, vaginal, ocular (applied into eye as liquid, gel or ointment), otic (administered in the outer ear canal as liquid drops), nasal inhalation, nebulisation.



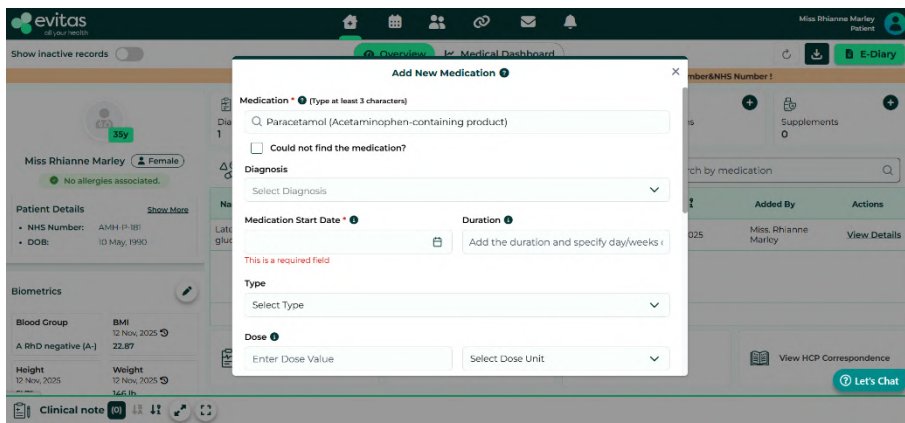
- Add **Notes** if you have any relevant information attached to your **Medication**.

At any time, you can mark the **Medication** as **Inactive**. This will hide it from your medical history but can still be seen when you click the ‘inactive records’ icon at the top right corner of the screen. **Inactive Records** will appear greyed out. When you mark a **Medication** inactive, you will be prompted to add a note about why you are marking it inactive. Ideally, please consult your healthcare professional before marking the **Medication** inactive, as it may be an important part of your health and well-being history. If a medication has been inactivated in error or you have been prescribed it again, you will need re-enter as a new record as inactivated records cannot be reactivated.

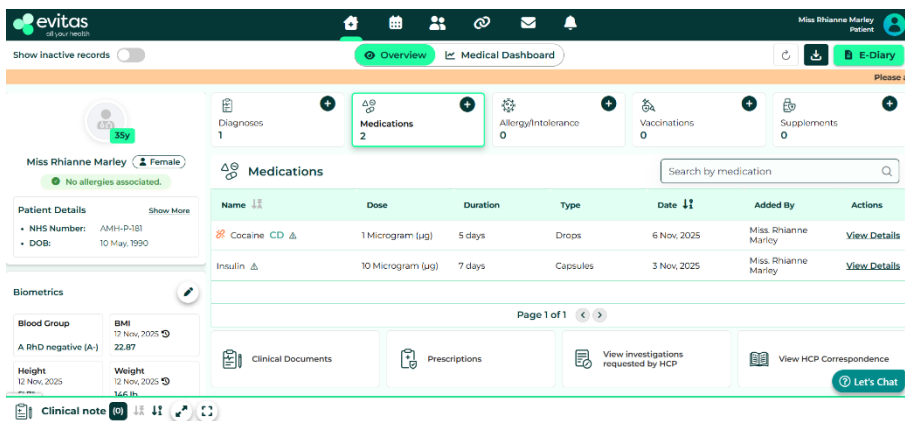


- Click **Save**.

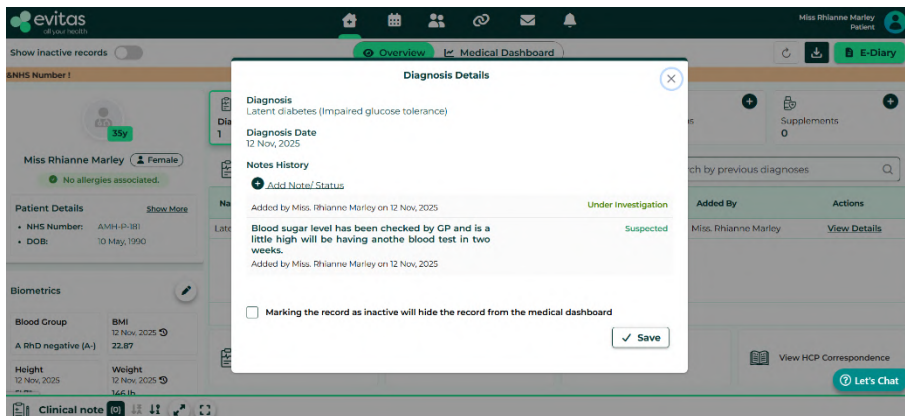
Failure to complete the fields marked with an asterisk (*) generates error messages and you will be required to fill the fields again before you can progress.



You will now see your record in the **Medications** section of your **Medical Dashboard**.



If you wish to look at the record, click on **View Details** next to the **Medication**.



To add more **Medication(s)** click on **(+) Add New** and repeat the steps above.

When a **Medication** has been added a warning icon will be displayed. If you hover over this icon a message stating 'This medication has not been verified by a healthcare professional. Only verified medications can be used for prescription requests'. Once the medication has been verified a green tick icon will be displayed and a hover message states 'Verified Medicine'.

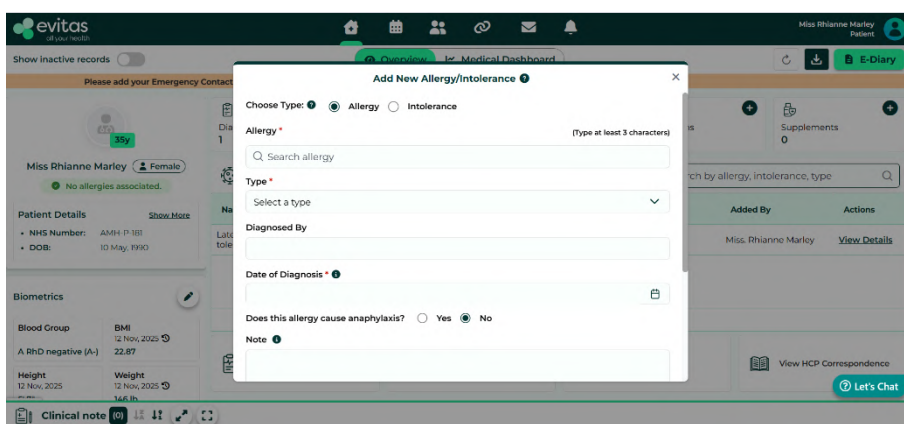
Your **Medications** can be filtered either in date order or alphabetically using the arrows that can be found next to the **Medications** title. If you have multiple **Medications**, you can find them by using the **Search by Medication** field.

If a **Medication** is not linked to a **Diagnosis** a red icon will appear. If you hover over this icon a message is displayed stating 'Link with diagnosis is missing'.

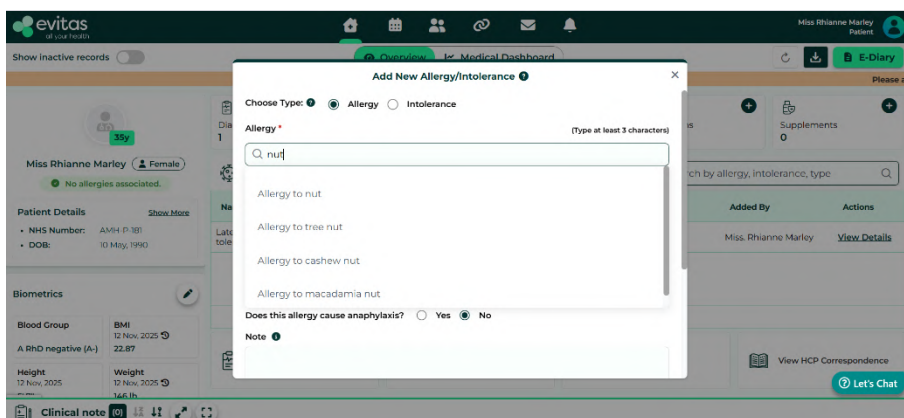
Medications that are controlled drugs have an icon next to the name of the **Medication**. If you hover over this icon it states 'Controlled Drug'.

Section 5 Allergies and Intolerance

To add an **Allergy** or **Intolerance**, click the **(+) Add New** in the **Allergy/Intolerance** box. This will open the **Add New Allergy/Intolerance** window. At any point, you can view the descriptions and browse the useful links attached to the fields by clicking on the **(i)** icon.

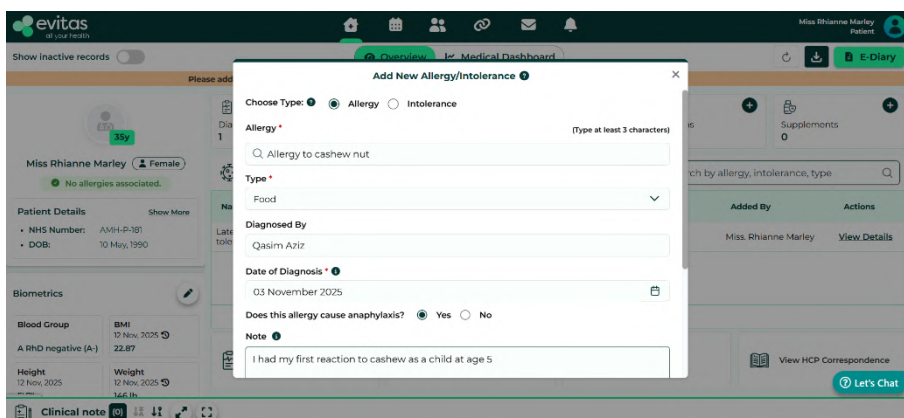


- Select whether you wish to add an **Allergy** or an **Intolerance** by checking the appropriate box under **Choose Type**.
- If you have selected **Allergy**, start to type the name of your allergy in the **Allergy** field. As you type, the system will search the database and provide a drop-down menu.



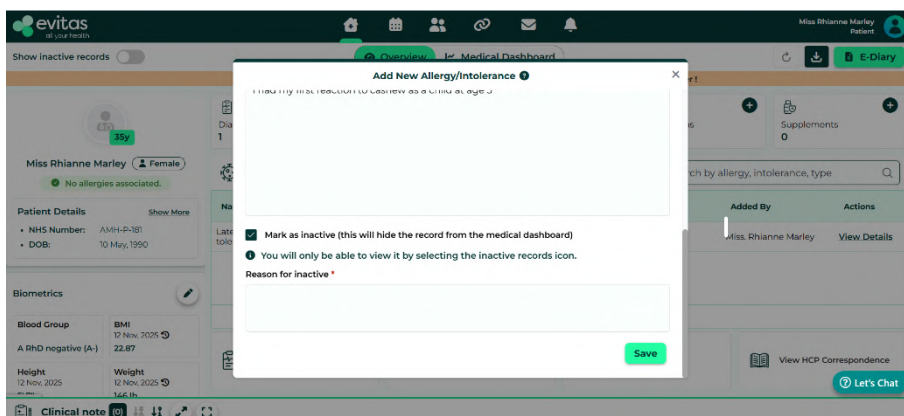
- Select the correct **Allergy** and then choose the **Type of Allergy**; food, drug or other.
- You can add who diagnosed you with this **Allergy**.

- Then add the **Date of Diagnosis** by selecting from the calendar.
- Confirm whether your **Allergy** causes anaphylaxis, a form of lethal allergic reaction. See <https://www.nhs.uk/conditions/anaphylaxis> for further description of anaphylaxis.
- In the **Notes** field, provide a basic description of your **Allergy** and any relevant information.



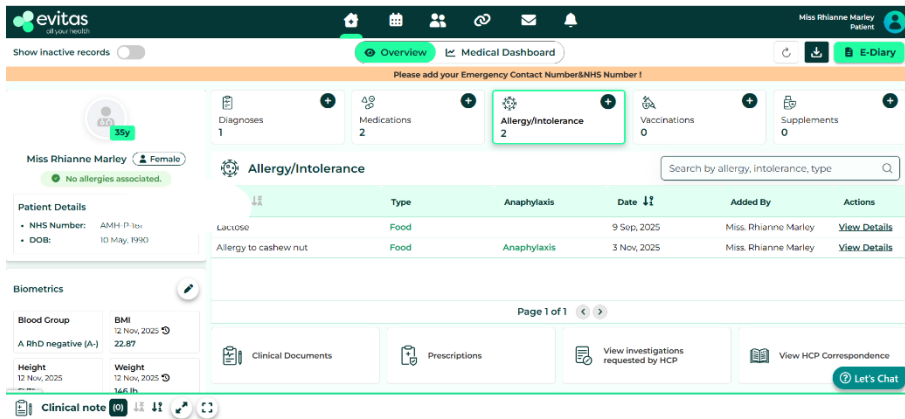
At any time, you can mark the **Allergy** as inactive. This will hide it from your medical history but can still be seen when you click **Inactive Records** at the top left corner of the screen. **Inactive Records** will appear greyed out. When you mark an **Allergy** inactive, you will be prompted to add a **Reason for Inactive** detailing why you are marking it inactive. Ideally, please consult your healthcare professional before marking the **Allergy** as inactive, as it may be an important part of your health and well-being history.

Failure to complete the fields marked with an asterisk (*) will result in an error message being displayed and you will not be able to progress until you complete the required fields.



- Click **Save**.
- To add further allergies, repeat the steps above.
- You can now add an **Intolerance** (if any) by following the same steps.

You will now see your **Allergy** and **Intolerance** in the **Allergies/Intolerance** section of your **Medical Dashboard**. If you wish to look at the record, click on the arrow next to the **Allergy/Intolerance** record.

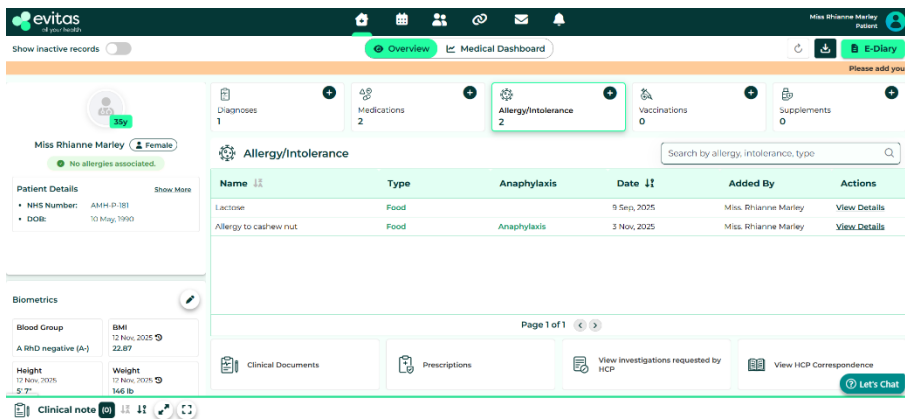


In this example, as the **Allergy** has caused life-threatening anaphylaxis, it has also been added to the medical history on the left-hand side of the **Medical Dashboard** and you should report whether you are an epi-pen carrier.

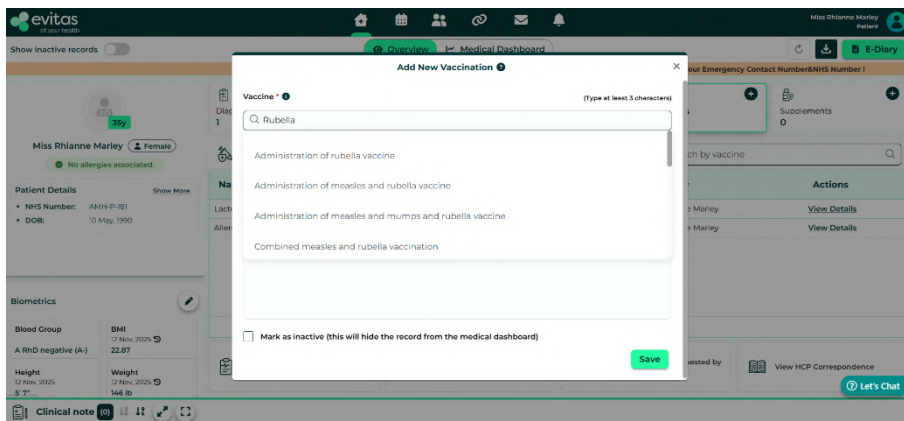
Allergy or **Intolerance** can be filtered either in date order or alphabetically. You can search your **Allergy** or **Intolerance** using the **Search by Allergy, Intolerance, or Type** field.

Section 6 Vaccinations

To add a **Vaccination**, click the **(+)** **Add New** sign in the **Vaccinations** box. This will open the **Add New Vaccination** window. At any point, you can view the descriptions and browse the useful links attached to the fields by clicking on the **(i)** icon.



- Start to type the name of your vaccination in the **Vaccination** field. As you type, the system will search the database and provide a drop-down menu.



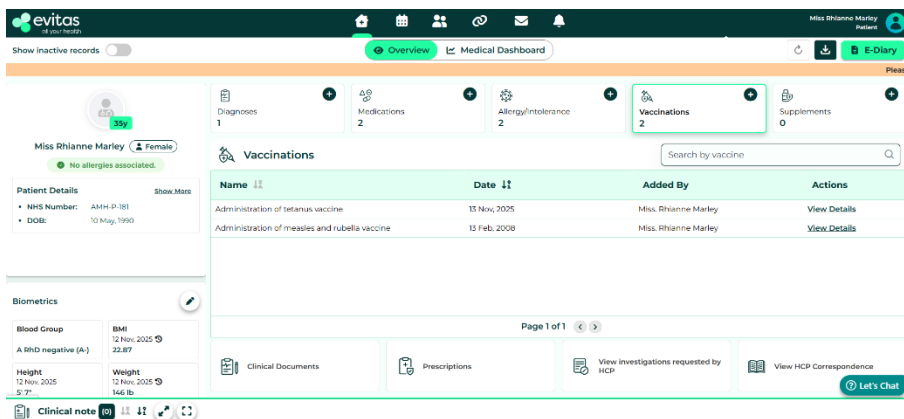
- Select the correct **Vaccination** and Date or approximate date of **Vaccination**.
- In the **Notes** field, provide any other relevant information relating to your **Vaccination**.

At any time, you can mark the **Vaccination** as **Inactive**. This will hide it from your medical history but can still be seen when you click **Inactive Records** at the top left corner of the screen. **Inactive Records** will appear greyed out. When you mark a **Vaccination** inactive, you will be prompted to add a note about why you are marking it inactive. Ideally, please consult your healthcare professional before marking the **Vaccination** as inactive, as it may be an important part of your health and well-being history.

- Click **Save**.

Failure to complete the fields marked with an asterisk (*) will result in an error message being displayed and you will not be able to progress until you complete the required fields.

You will now see your **Vaccination** in the **Vaccinations** section of your **Medical Dashboard**. If you wish to look at the record, click on the arrow next to the **Vaccination** record.



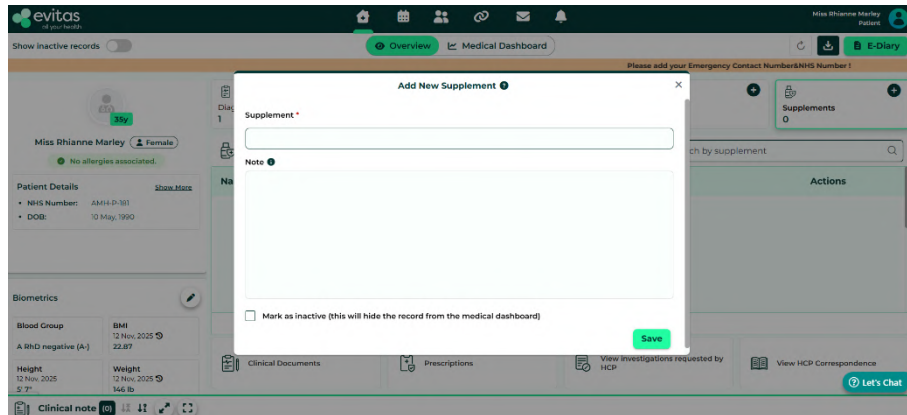
To add more **Vaccinations**, click on the **(+) Add New** button next to the **Vaccinations** tab and repeat the steps above.

Your **Vaccinations** can be filtered either in date order or alphabetically. You can search for your **Vaccinations** using the **Search by Vaccine** field.

Section 7 Supplements

To add a **Supplement** such as a vitamin, nutrient drink or herbal medicine, click the **(+) Add New** sign in the **Supplements** box. This will open the **Add a New Supplement** window. At any point, you can view the descriptions and browse the useful links attached to the fields by clicking on the **(i)** icon.

- Type the name of your **Supplement** into the Supplement field and add any relevant information into the **Notes** field.

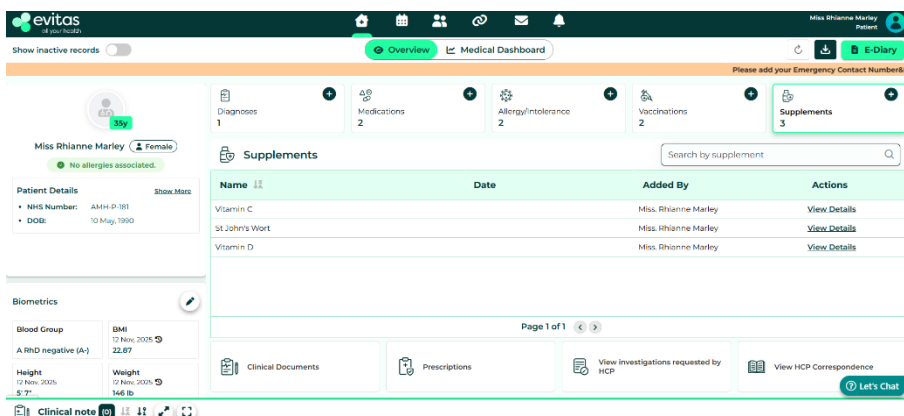


At any time, you can mark the **Supplement** as **Inactive**. This will hide it from your medical history but can still be seen when you click **Inactive Records** at the top right corner of the screen. **Inactive Records** will appear greyed out. When you mark a **Supplement** inactive, you will be prompted to add a note about why you are marking it inactive. Ideally, please consult your healthcare professional before marking the **Supplement** as inactive, as it may be an important part of your health and well-being history.

- Click **Save**.

Failure to complete the fields marked with an asterisk (*) will result in an error message being displayed and you will not be able to progress until you complete the required fields.

You will now see your **Supplement** in the **Supplements** section of your **Medical Dashboard**. If you wish to look at the record, click on **View Details** next to the **Supplement** record.

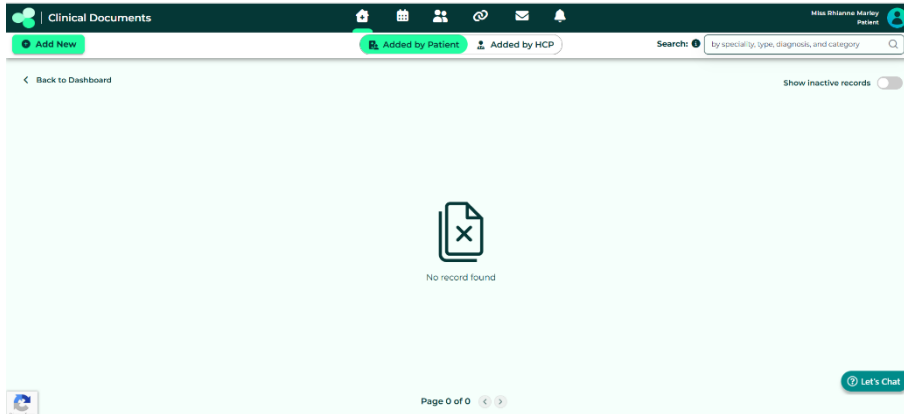


To add more **Supplements**, repeat the steps above. Your **Supplements** can be filtered alphabetically using the arrows that can be found next to the **Supplements** title. You can search your supplements using the **Search by Supplement** field.

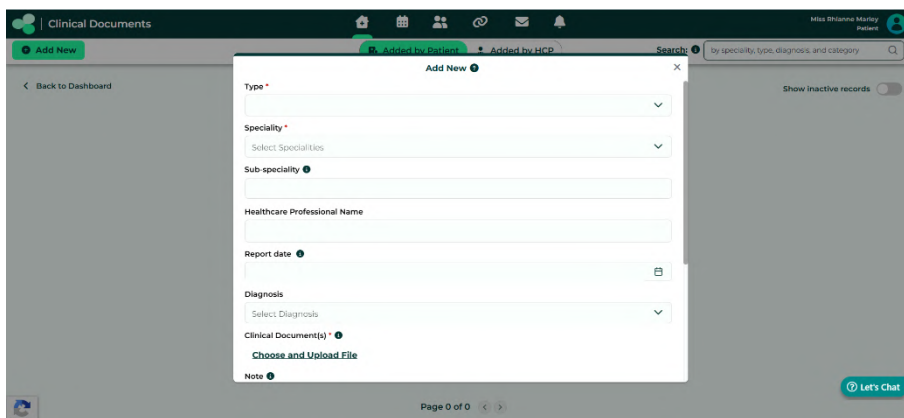
Section 8

Clinical Documents

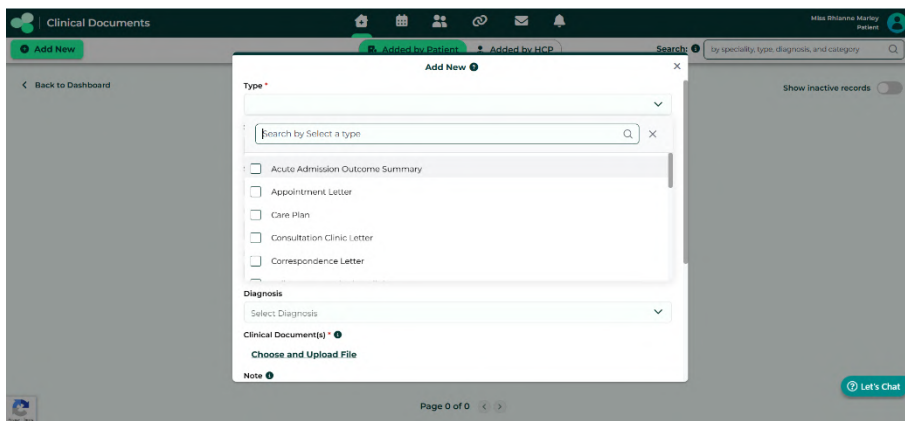
To add **Clinical Reports, Referrals, Letters, Test Results** etc, click the **Clinical Documents** box at the bottom of your **Overview Medical Dashboard**. This will open the **Clinical Document** window where when populated will display a list of all uploaded documents. At any point, you can view the descriptions and browse the useful links attached to the fields by clicking on the (i) icon.



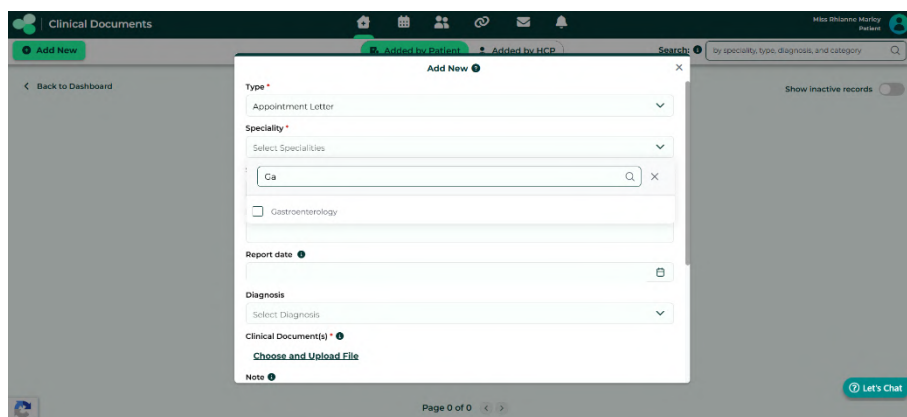
To add a document click on (+) **Add New**. This will open the **Add New Clinical Document** window.



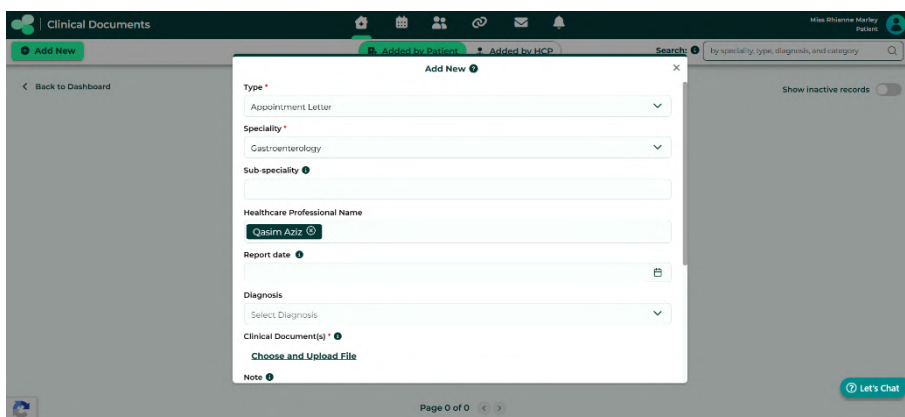
- Click on the arrow in the **Type** field to select the **Clinical Document** you want to add/attach. As you type, the system will search the database and provide a drop-down menu with options. Select the most appropriate option. If you are unable to find a suitable type, check the **Other** box. You can select a number of different document types if you wish to upload multiple documents in one go. It is recommended that you only upload multiple documents that relate to one diagnoses as the system cannot allocate type, diagnosis, report date, healthcare professional etc to documents unless they are uploaded individually. Although you can create your own list in the **Notes** section.



- Select the **Medical Specialty** for your document from the drop-down menu. Specialty refers to the different branches of medicine and surgery that cater to certain diseases. Examples include Internal Medicine, Infectious Diseases, Cardiology, Gastroenterology, General Surgery, etc.



- Type in free text the **Sub-specialty** (if you know it); Sub-specialty refers to further specialised branches of specialties such as Neurogastroenterology, Paediatric Surgery, Palliative Care, etc.
- Add the name of the **Healthcare Professional** to whom the document relates to.



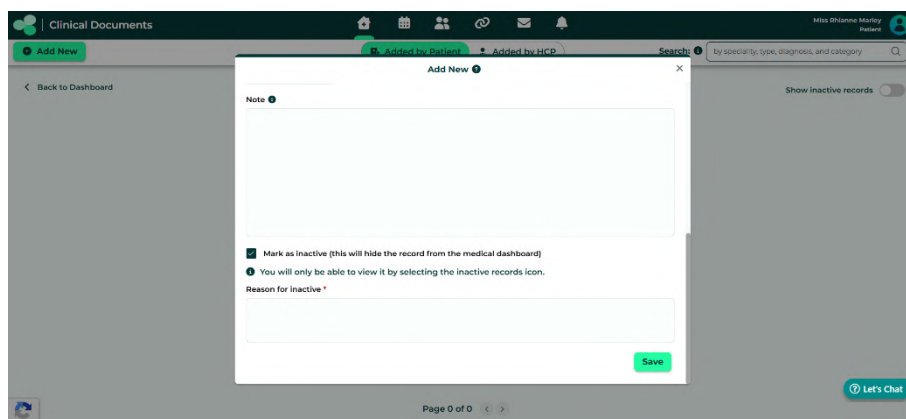
- Select the **Report Date** of your **Clinical Document** by clicking on the calendar.
- You can link your **Clinical Document** to a **Diagnosis** you have added. Click on the arrow and select the appropriate **Diagnosis**, if any, from the drop-down menu.

- You now have the option to upload files. Click on **Choose and Upload File**. This will take you to your computer where you can select files that you wish to upload. Evitas supports the following file types: .png, .jpg, .jpeg, .doc, .docx, .pdf, .xlsx and .zip. Files up to 30MB can be uploaded.
- Add in any **Notes** that you feel are relevant to this investigation.
- Click **Save**.

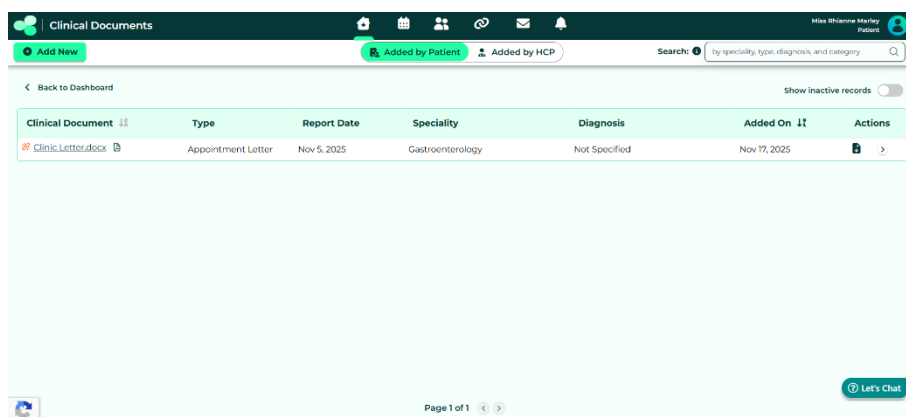
Failure to complete the fields marked with an asterisk (*) will result in an error message being displayed and you will not be able to progress until you complete the required fields.

At any time, you can mark the **Clinical Document** as **Inactive**. This will hide it from your medical history but can still be seen when you click the **Inactive Records** icon at the top right corner of the screen. **Inactive Records** will appear greyed out. When you mark a **Clinical Document** as **Inactive**, you will be prompted to add a note about why you are marking it inactive. Ideally, please consult your healthcare professional before marking the **Clinical Document** as **Inactive**, as it may be an important part of your health and well-being history. If a **Clinical Document** has been inactivated in error, you will need re-enter as a new record as inactivated records cannot be reactivated.

By clicking on the right hand arrow in the actions field, a new window will appear where you can mark the **Clinical Document** as **inactive** at anytime.



Once saved the document will appear on the **Clinical Documents** home screen under the tab **Added by Patient**. Any documents that have been added by a **Connected HCP** will appear under the tab **Added by HCP**.



You can view the uploaded document by clicking on the document name, the document opens in a separate window. You can download the document to your device by clicking on the **Download** icon under the **Actions** column.

To add further documents (referrals, clinic letters, test results, etc), click the **(+) Add New Document** and repeat the steps above.

Your **Clinical Documents** can be filtered to display documents added by you or those added by your Connected HCP(s) by clicking on either **Added by Patient** or **Added by HCP**.

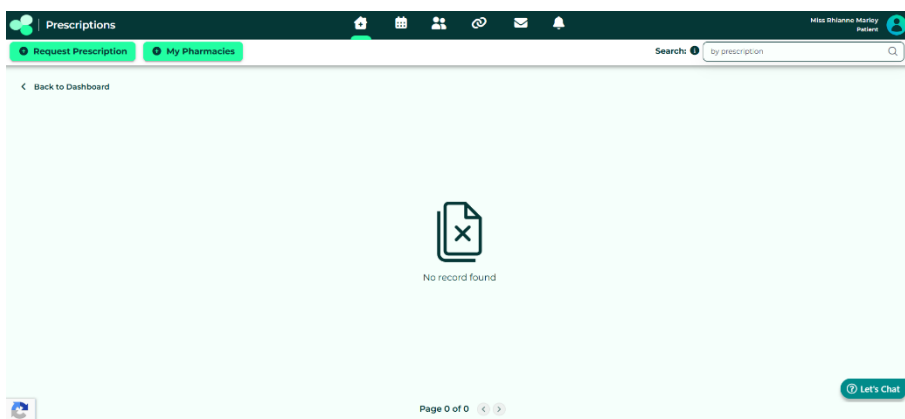
You can also search your **Clinical Documents** by using the **Search by Specialty, Type, Diagnosis** or **Category** field at the top right-hand of the page.

If a **Connected HCP** has added a document to your dashboard you will receive an email notification and a notification within Evitas.

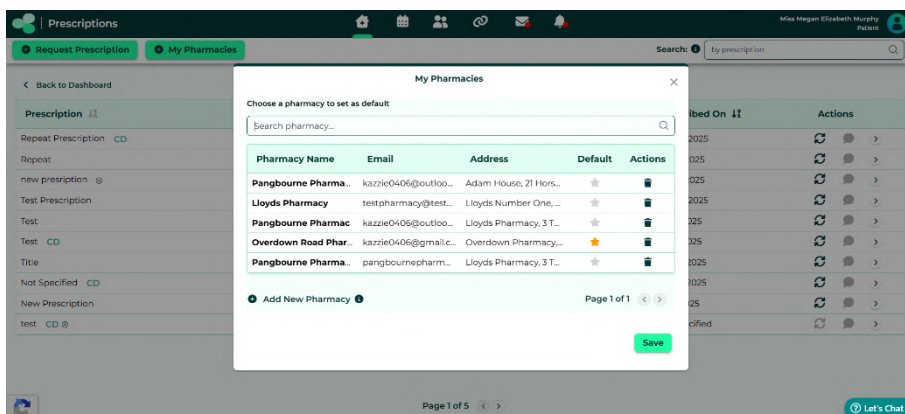
Section 9 Prescriptions

You can request **Prescriptions** and set up your default pharmacy under the **Prescriptions** box at the bottom of your **Overview Medical Dashboard**.

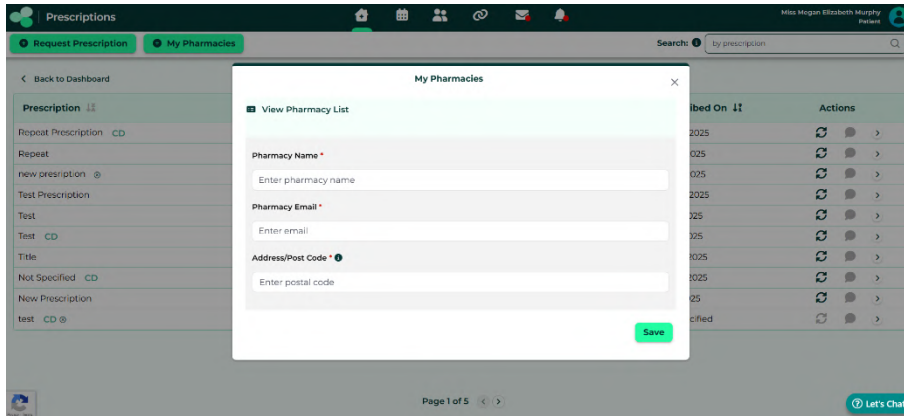
You can **Request a New Prescription** by clicking on the **Prescriptions** box. At any point, you can view the descriptions and browse the useful links attached to the fields by clicking on the (i) icon.



Start by setting up your preferred pharmacy by clicking on **My Pharmacies**.

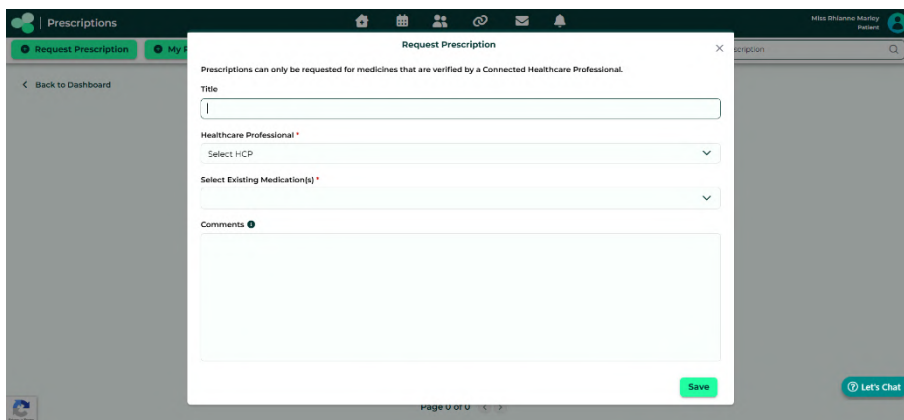


- Click **Add New Pharmacy**

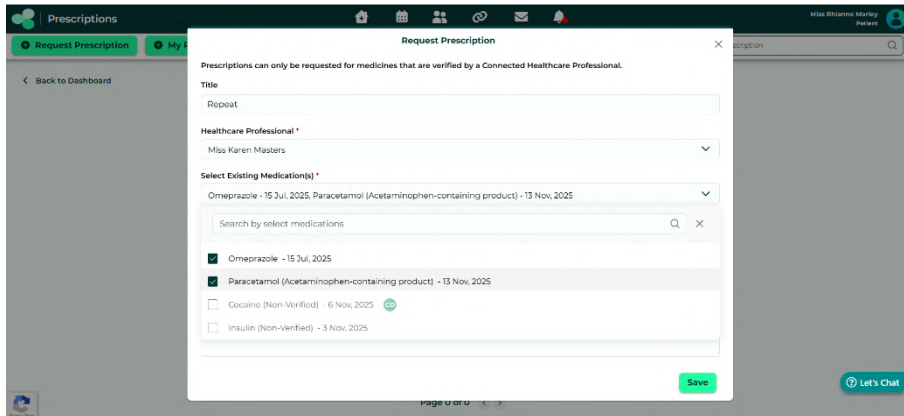


- Add in the **Pharmacy Name** and **Email** address.
- Start to type the **Pharmacy Address/Postcode** and select it from the drop-down menu.
- Click **Save**.
- To view all existing pharmacies, click **View Pharmacy List**, your list of pharmacies will be displayed. You can select your **Default Pharmacy** by clicking on the star under the Default column.

To request a **New/Repeat Prescription** click on **(+) Request Prescription** and complete the fields.

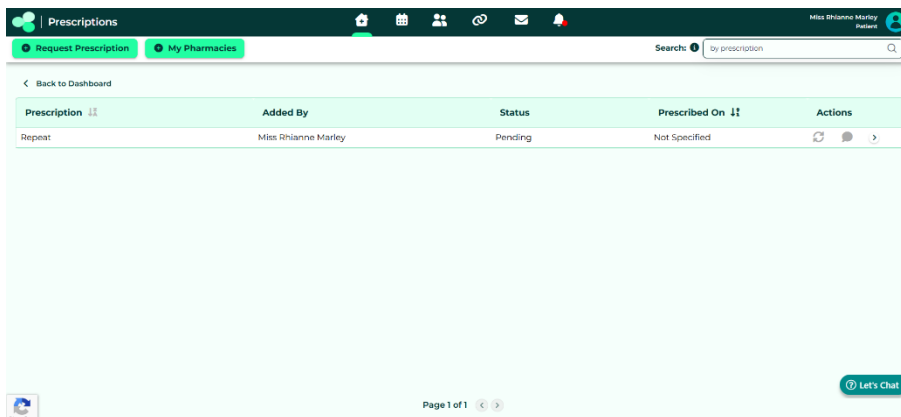


- Add a **Title** for your **Prescription** in the free text field.
- Select the HCP you wish to request the **Prescription** from by clicking on the drop-down menu. Only HCP's you are connected with will be available for selection.
- Select the medication(s) you want to request by clicking on the drop-down menu in the **Select Existing Medication** field. The drop-down menu displays all of the medications on your **Medical Dashboard**. Select the medication(s) you want to add to your **Prescription** by checking the relevant box. You can only add medication that has been verified by an HCP and you cannot request a **Prescription** for a medication that you have not been previously prescribed. Medication that has not been verified will be greyed out and will state non-verified. You will need to speak to your HCP to get a medication verified. Click **Save**.

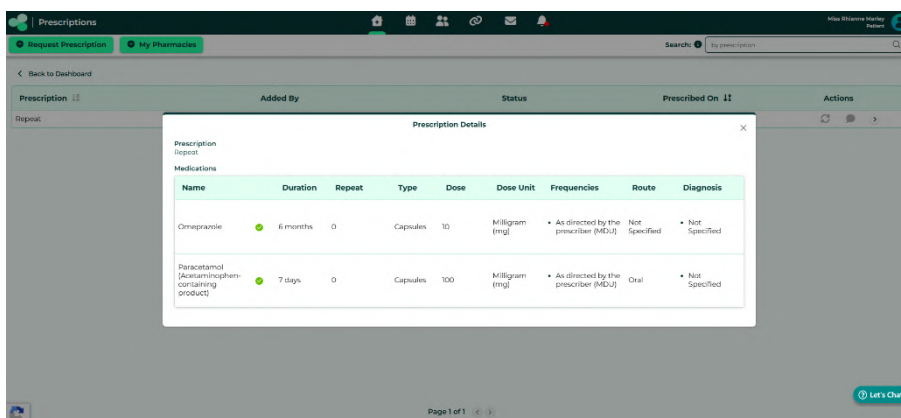


Failure to complete the fields marked with an asterisk (*) will result in an error message being displayed and you will not be able to progress until you complete the required fields.

Your **Prescription Request** is now visible on the Prescriptions home page showing **Added By**, **Status**, **Prescribed On** and **Actions**. Your **Prescription** will have a **Status** of **Pending** once your HCP has accepted your request and reviewed it, the **Status** will change from **Pending** to **Prescribed**.

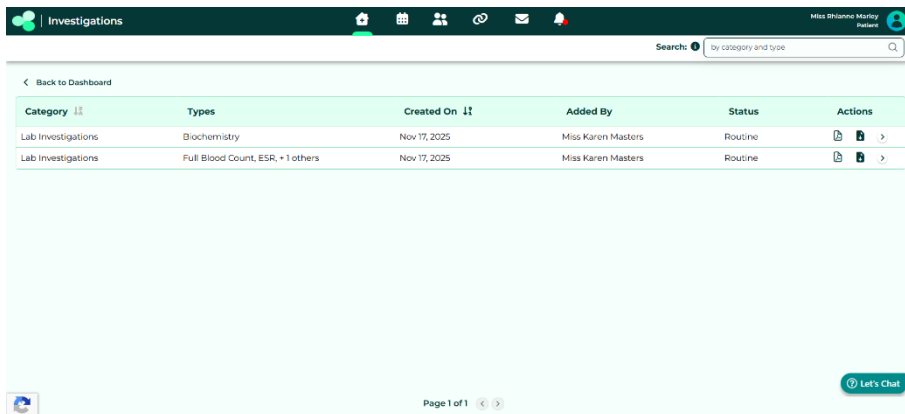


You can view your **Prescription** details by clicking on the right hand arrow in the **Actions** section. A **Medical Records Information** pop up appears show the **Medication(s) Name, Duration, Type, Dose, Dose Unit, Frequency, Route** and any **Diagnosis** that is linked to the **Medication(s)**.



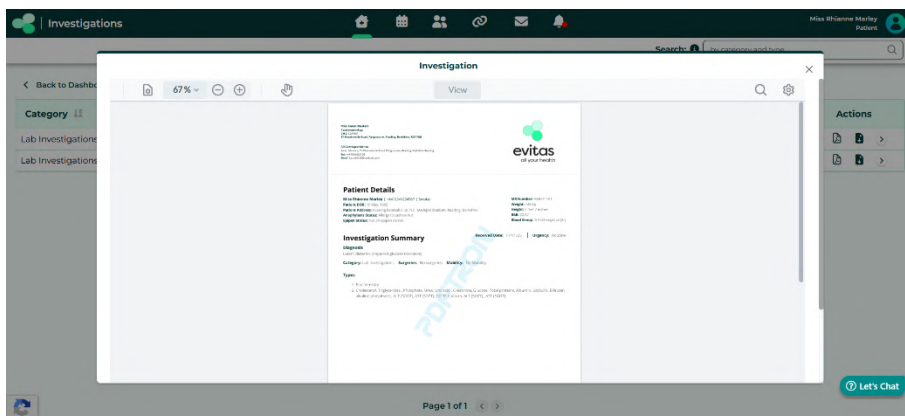
Section 10 Investigations

You can view any investigations added by your HCP by clicking on the **Investigations Requested** at the bottom of your **Medical Dashboard**. You can sort these by **Category** or the **Date Added** by.

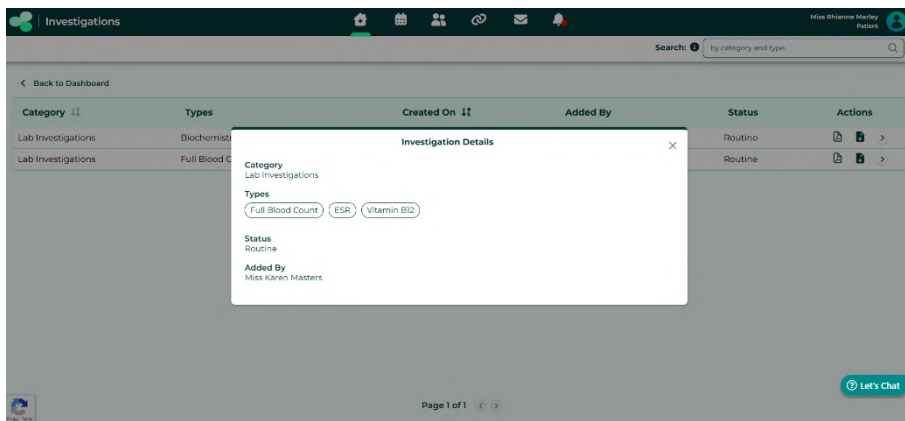


By clicking on the various icons, in the **Actions** section, you can interact with your **Investigations** in the following ways:

- View the PDF of the **Investigation** online by clicking on the PDF Acrobat reader icon

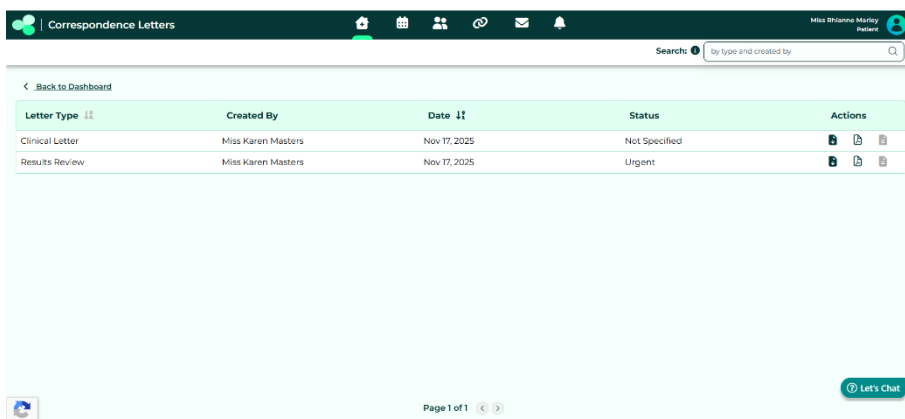


- You can download the **Investigation** by clicking on the download icon. This will download the document to your device.
- Click on the arrow to **View Details**.



Section 11 Correspondence

Your HCP can send any letters to you within Evitas. You can view your letters and communication with your HCP by clicking on the **Correspondence Inbox** at the bottom of your **Medical Dashboard**. This will open the **Correspondence Inbox** window. You can sort these by **Letter Type**, **Date Added** by or by using the **Search** box.



Letters can be downloaded by clicking the download icon or viewed on-screen by clicking the PDF icon under **Actions**.

Connections

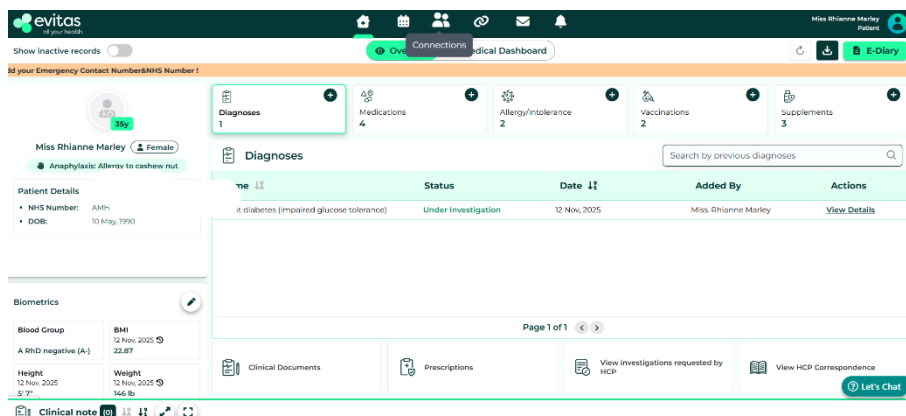
Evitas enables you to share your medical information with any Healthcare Professionals involved in your care. To maintain and ensure the security of your information, you need to connect with and authorise/approve Healthcare Professionals to give them access to your **Medical Dashboard**.

This happens in one of two ways:

1. You can invite your HCP(s) to connect and you can then authorise them to have access
2. Your HCP can request access and you can then authorise them

Adding Connections

- Click on the icon on the top center of your **Medical Dashboard** and click on **Connections** if you are in full-screen mode.

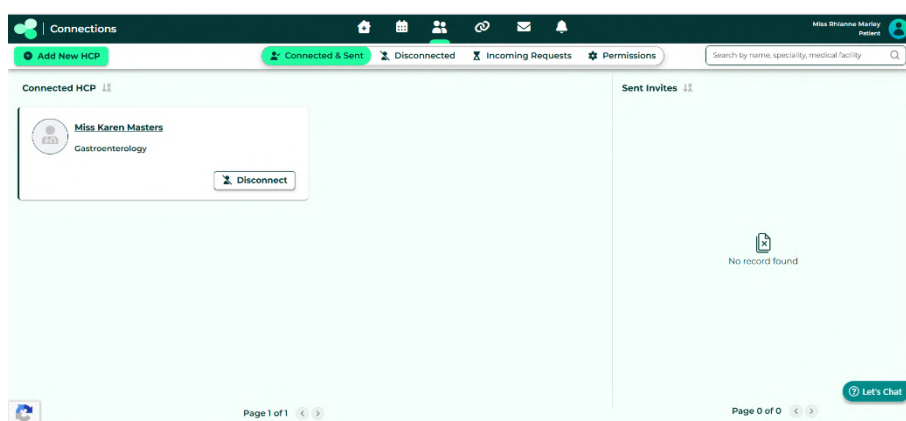


- Click on the side tab on the **Medical Dashboard** if you are not in full-screen mode and click on **Connections**.

On this screen you can:

- View any HCPs you are connected with, to whom you have given access already
- View any HCPs that you have disconnected
- See any requests to connect that are in progress
- See what permissions you have given
- Search **Connections** by **Name**, **Specialty** or **Medical Facility**

At any point, you can view the descriptions and browse the useful links attached to the fields by clicking on the (i) icon.

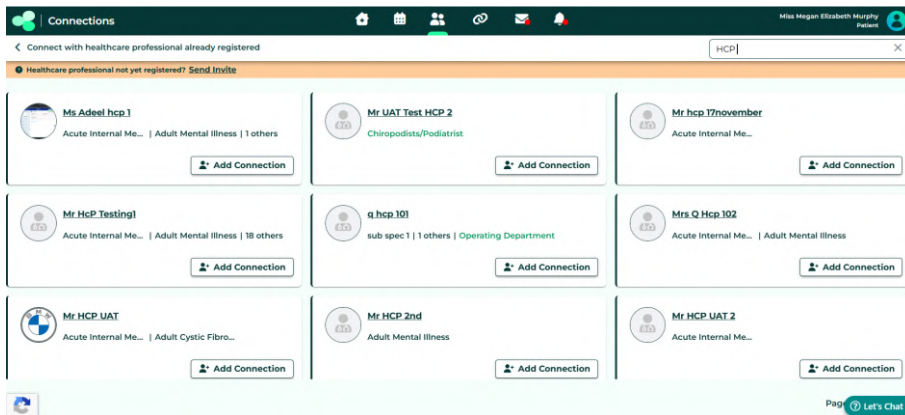


- To connect with an HCP, click on the **(+) Add New HCP** on the left-hand corner.

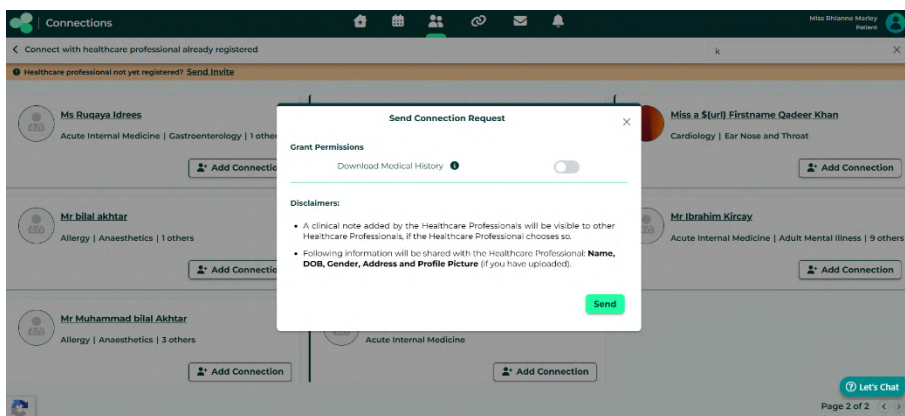
You have the option to **Connect with Healthcare Professionals** who are already registered on Evitas or to send an **Invitation to a Healthcare Professional** who is not yet registered.

Connecting with an HCP Already Registered

To send a **Connection Request** type a **Name, Speciality** or **Healthcare Facility** in the search box and click **Enter**. All results matching your search criteria will be displayed on the screen.

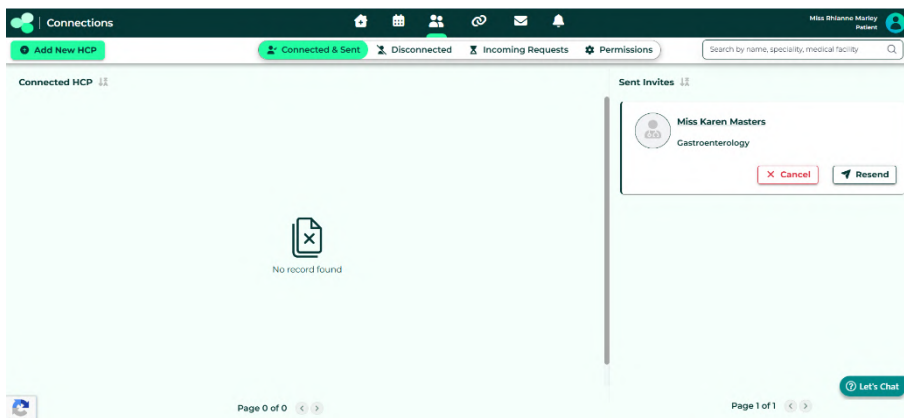


- Select the HCP you want to connect with and click **Add Connection**. A pop-up **Send Connection Request** box will appear. A disclaimer will also be shown to inform you of how HCP actions may influence you and what records can the HCP can view.



- You can opt to grant permission to the HCP to view and interact with your **Medical Dashboard** and download your medical history up to the point they are connected with you by clicking the button next to **Download Medical History**.
- Click **Send**.

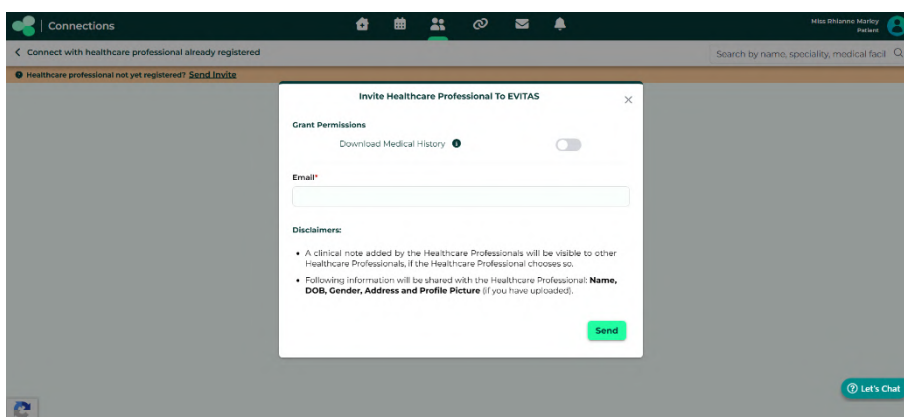
You will now see a **Sent Invite** on your **Connections** page.



You can **Cancel** or **Resend** an invitation to an HCP.

Connecting with an HCP Not Registered on Evitas

- To send a **Connection Request** type a **Name, Speciality** or **Healthcare Facility** in the search box and click **Enter**. If the HCP you wish to connect with is not registered on Evitas, you will see a message stating No matches found for your search.
- Click on the **Send Invite** link next to the Healthcare professional not yet registered. An Invite Healthcare Professional to Evitas pop up will appear.



- You can opt to grant permission to the HCP to view/interact with your dashboard and download your medical history up to the point they are connected with you by clicking the button next to **Download Medical History**.
- Insert the HCP's email address and click **Send**, the HCP will receive an invite to register and connect with you. You will now see a **Sent Invite** on your **Connections** page.
- When the invited HCP accepts your invitation you will see them on the **Connected** tab.

Once you are connected to an HCP, they will be able to view/interact with all functionality on your dashboard. HCPs will be able to add in **Diagnoses, Medications, Allergies, Intolerances, Vaccinations** and **Supplements**. Each record added will show who added it and the date it was added. HCPs will also be able to send upload documents, send you letters, results, create a new prescription, order investigations etc.

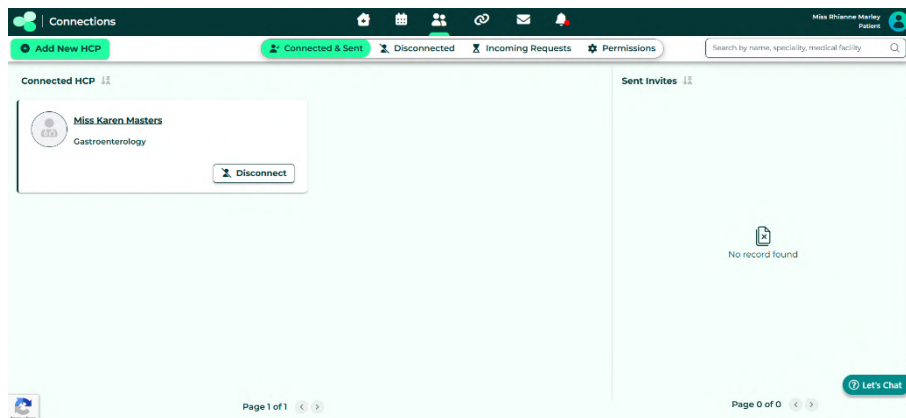
You can arrange appointments with connected HCPs (see Appointments section) and also communicate with your HCP through the Mail function.

Disconnecting

You can disconnect an HCP at any time which means they will no longer have any access to your current **Medical Dashboard**, however it is recommended that you inform the HCP of your plan to disconnect with them in advance. They will however be able to view the contents of your **Medical Dashboard** from the point they were connected to you to the point at which they were disconnected. This is for medico-legal reasons.

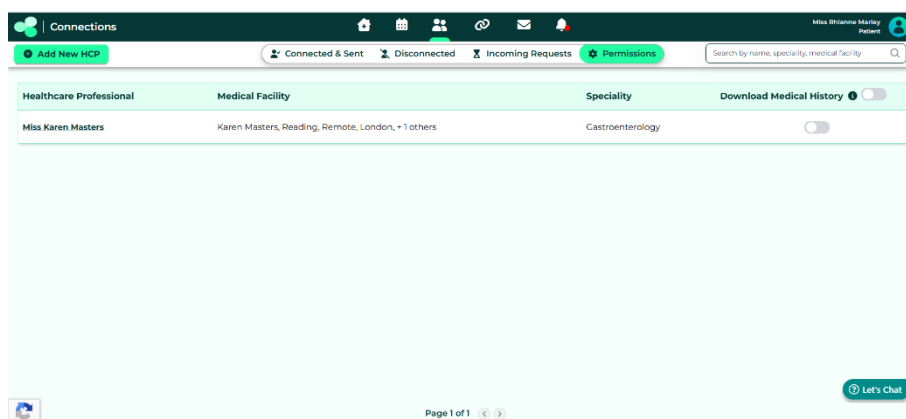
- Click on **Connections** and select the HCP you wish to disconnect.

You can view any disconnected HCPs on the **Disconnected** tab.



Permissions

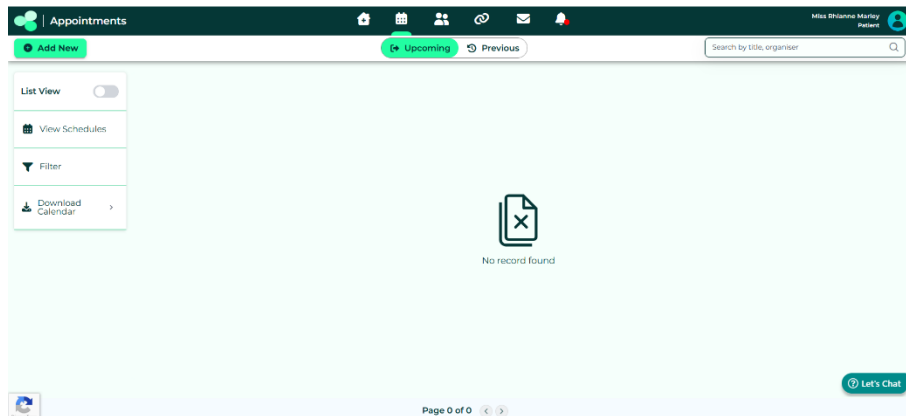
On the **Permissions** tab, you can view all HCPs that you are connected with and the permissions you have given them in terms of accessing your **Medical Dashboard** and downloading your medical history. You can modify their permissions by clicking on or off the button.



Appointments

Evitas can help you manage all your appointments in one place. You can request an **Appointment** with any Healthcare Professional you are connected with on the platform.

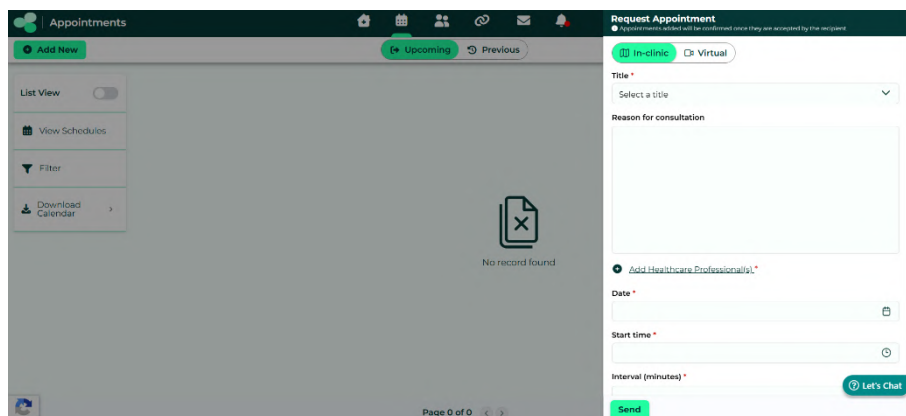
- Click on the **Appointments** icon above the dashboard if you are in full-screen mode.



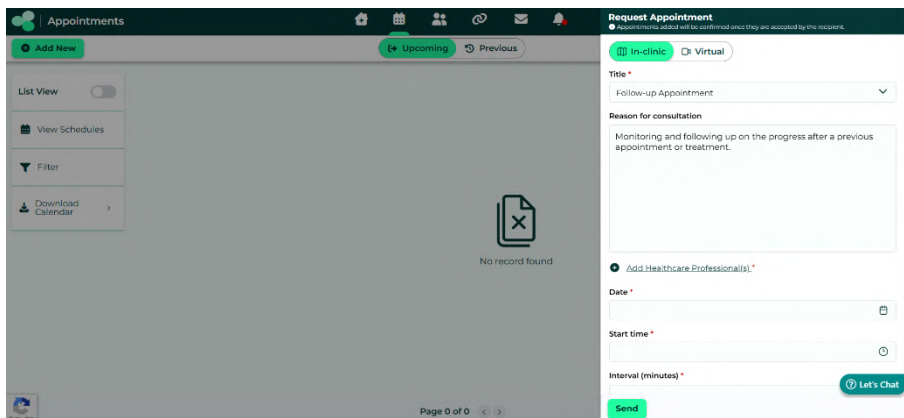
On this screen, you will be able to request an **Appointment**, check upcoming appointments, and view previous appointments. You also have the option to search by the **Title of the Appointment** or the **Organiser**.

There are various options on how to view your **Appointments**. You can select the **List View** which shows all appointments in a list. **View Schedules** will give you a calendar view which can be set as **Day, Week** or **Month**. Alternatively you can customise a filter using dates. There is also an option to download the calendar as a .ics file.

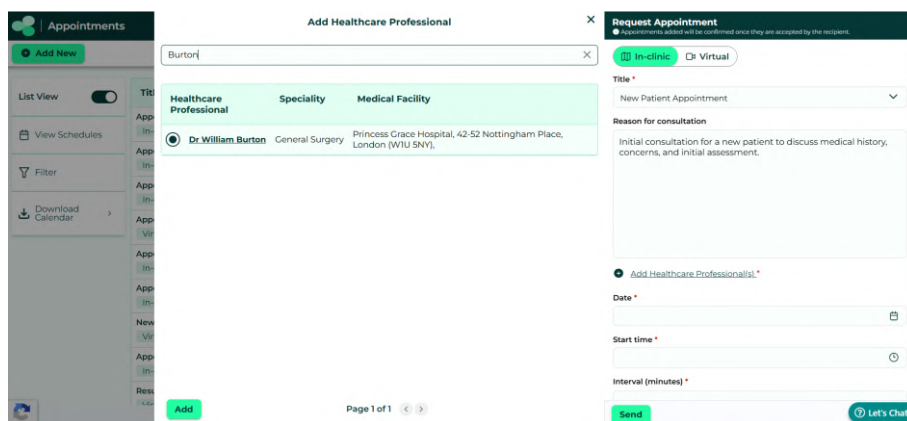
- To add a appointment request click **(+) Add New**.
- There are two options for your appointment, click the preferred option either **In-clinic** or **Virtual**.



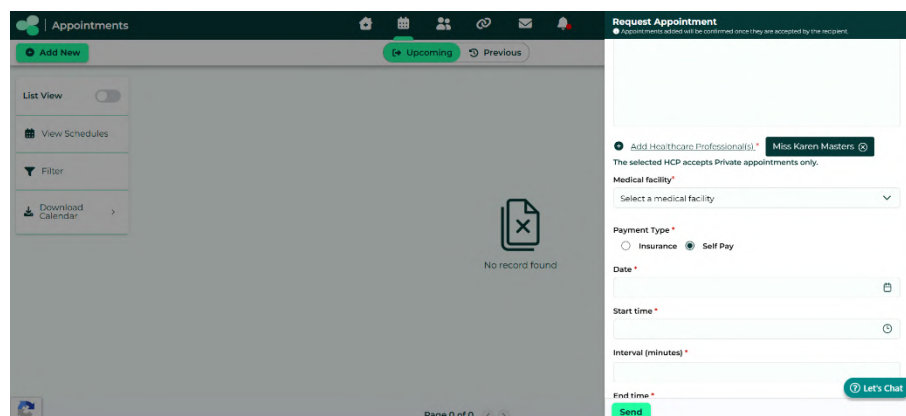
- Select a **Title** (reason) for your appointment from the drop-down menu. If there is no suitable title, you can select **Other** and type in your own free text. If you have selected from the drop-down menu, the **Reason for Consultation** field is automatically populated. You can amend this or add further details that may be relevant.



- To add the HCP that you wish to have an appointment with click on the **Add Healthcare Professional(s)**, you can then select the appropriate connected HCP. Note you must be connected to the HCP on Evitas to request an **Appointment**. If you have a number of different Healthcare Professionals you can search the list by **Name, Specialty** or **Medical Facility**. Click **Done**.



Once added text will appear confirming whether they accept private appointments only, NHS appointments only or both.

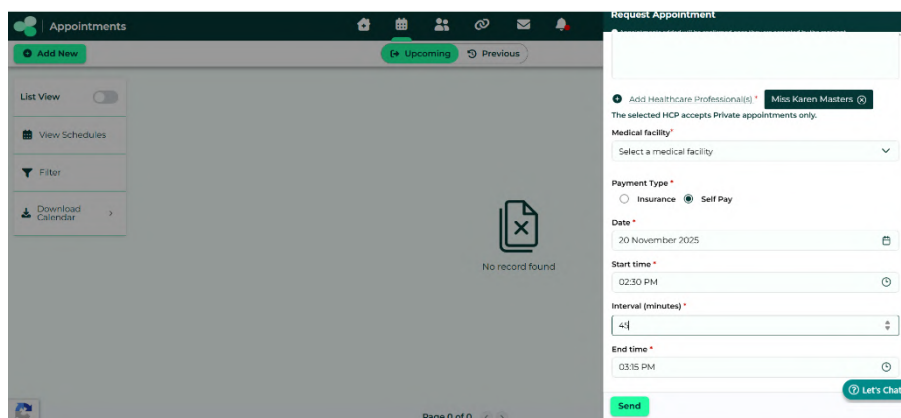


Select the appropriate option. If **Private** is clicked a **Payment Type** option appears, check either the **Insurance** or **Self Pay** option. If insurance is selected fields will appear for **Health Insurance Provider Name, Authorisation Number** and **Membership Number**.

- Add the **Date** by manually entering it or clicking on the calendar.

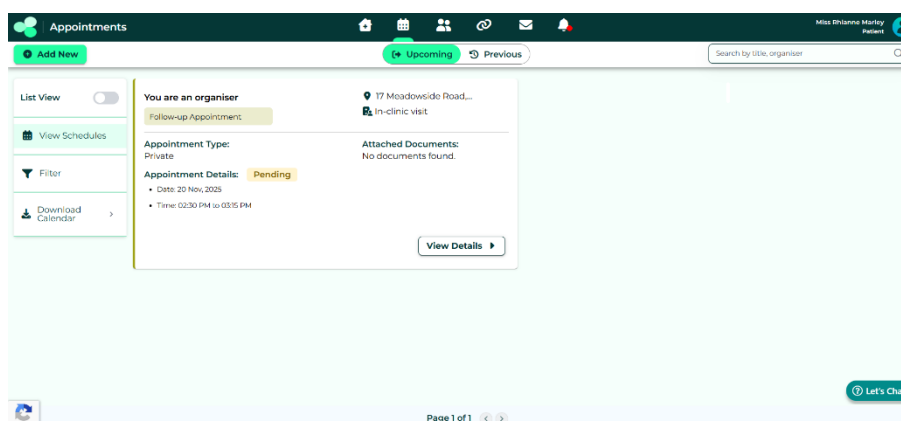
Note that appointment availability is updated in the system by registered HCPs, this means that you can only make an **Appointment** at times and on days set by the HCP. Evitas will advise you as to whether the HCP has clinics on those days of weeks and times you have chosen are available or not. Please note, you are not able to view individual appointment availability for an HCP, you are only requesting a date and time. If this is not available the HCP will reject your request and send a new appointment request.

- Add the **Start** time manually or by clicking on the stopwatch icon and **Interval** for the duration of the appointment. This is not a 24hr clock so you need to ensure you click AM or PM. The **End** time will autopopulate.
- Click **Send** when you have completed all fields.



Failure to complete the fields marked with an asterisk (*) will result in an error message being displayed and you will not be able to progress until you complete the required fields.

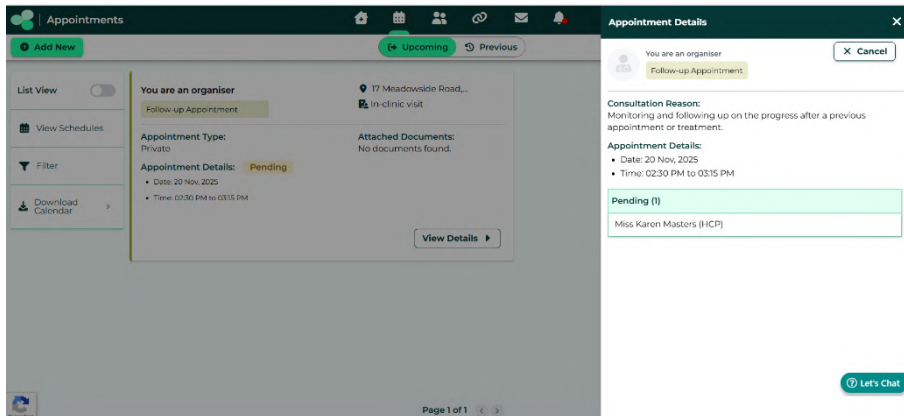
You will now see your **Appointment Request** as pending on the **Appointments** page.



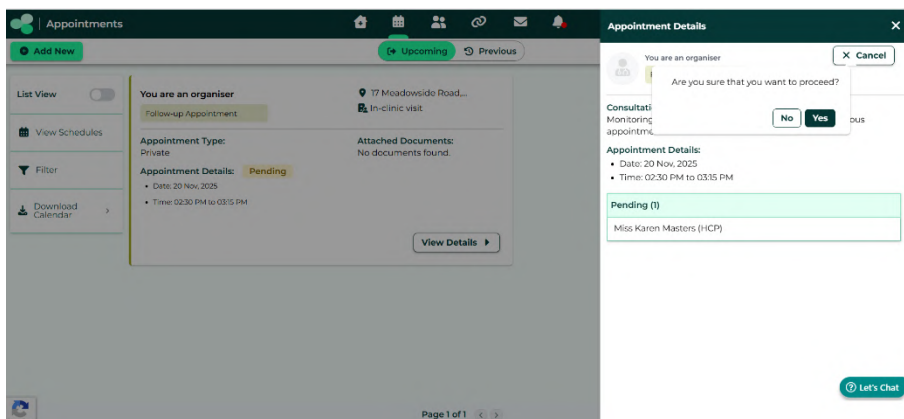
Once the HCP has accepted your **Appointment Request**, you will receive a **Notification** by SMS, email and within your Evitas dashboard and the status will change from **Pending** to **Accepted**. Alternatively, you can also receive an **Appointment Request** from an HCP or their secretary, you will be notified of this **Appointment Request** by SMS, email and within your Evitas dashboard. You can choose to **Accept** or **Reject** their **Appointment Request**. If you selected a **Virtual** appointment the meeting link is attached to the **Appointment** which leads you directly to your Zoom conference call.

Cancelling Appointments

You can choose to cancel your appointment by clicking on View Details of the **Appointment Request**. This will open up an **Appointment Details** tab.

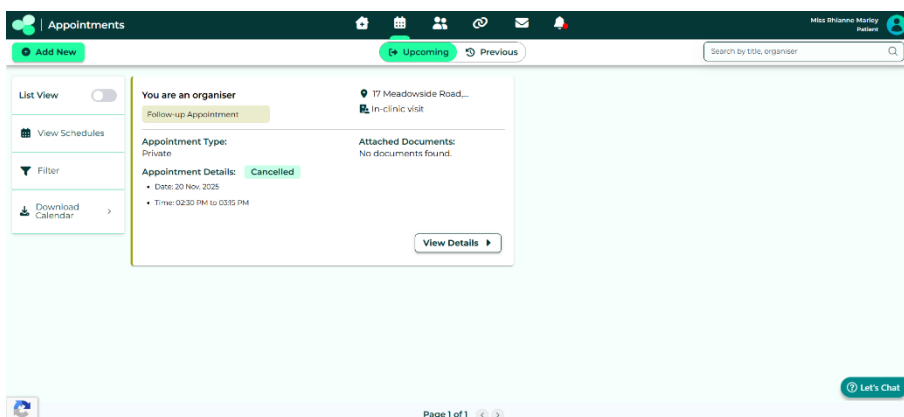


- Click on **Cancel** in the right upper-hand corner. This will prompt you to confirm if you want to proceed



- Click **Yes**.

You will now see that your **Appointment's** status is updated to **cancelled**.

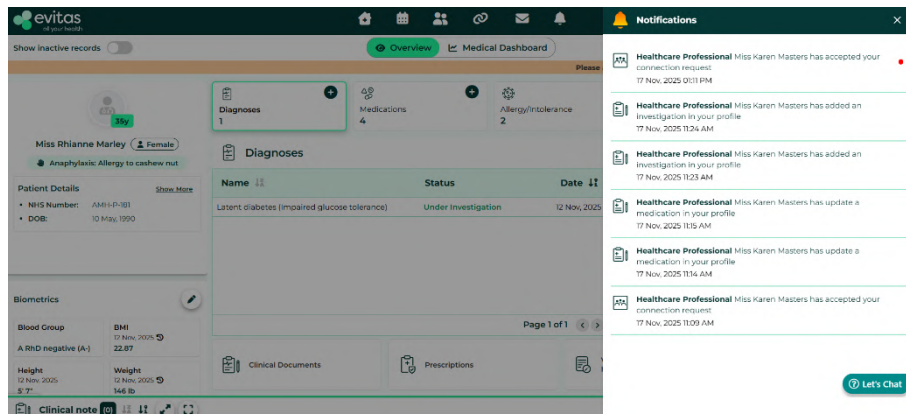


Notifications

You will receive a **Notification** which appears in the **Notifications** icon when there are any changes made to your **Medical Dashboard** and information. Any new **Notifications** will appear with a red dot.

Examples of **Notifications** may include but not be limited to the following:

- A clinic appointment has been accepted by your HCP
- Your HCP has accepted your connection request
- A clinical report has been added to your Dashboard by your HCP
- A medication has been added

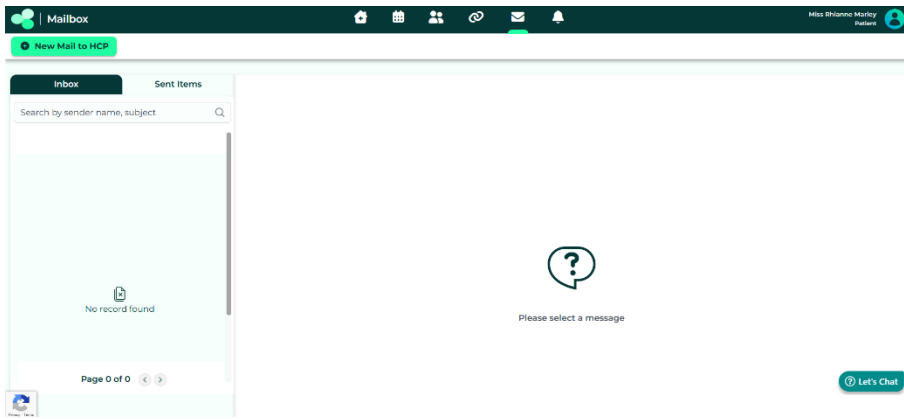


You will also receive email and SMS notifications for the following:

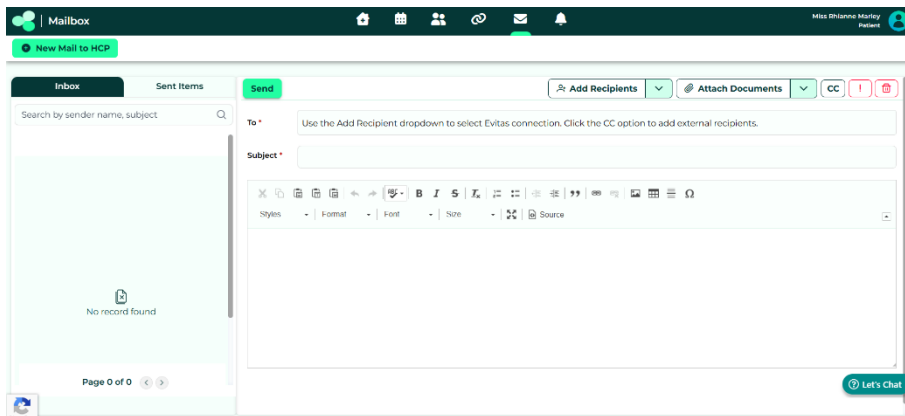
- Appointments
 - HCP has sent you an appointment request/invite
 - HCP accepts/rejects/cancels an appointment request/invite that you have sent to them
- Correspondence Inbox
 - HCP has sent you a new letter
- Clinical Documents
 - HCP adds a new clinical document
 - HCP updates a clinical document
- Diagnosis
 - HCP adds a new diagnosis
 - HCP updates a diagnosis
- Investigations
 - HCP orders an investigation

Mailbox

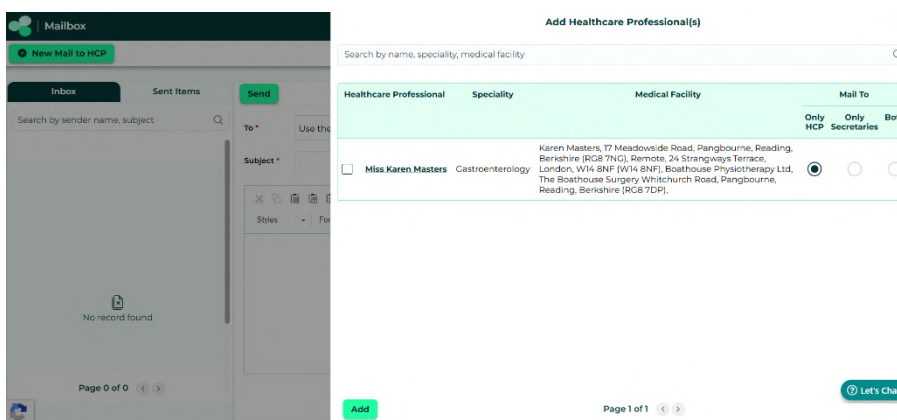
The mailbox can be used to communicate with your HCP or their Secretary. You have an **Inbox** and **Sent** Items (as you would with your standard email).



- You can check your inbox for new mail and also send mail to your contacts
- To email one of your approved HCPs, click on **(+) New Email to HCP**. This opens a **New Message** window



- Click on **Add Recipient** and select the Evitas HCPs. A pop up titled **Add Healthcare Professional(s)** appears select the HCP(s) you wish to send an email to and check whether you want the email to go to the **HCP**, their **Secretary** or **Both**.

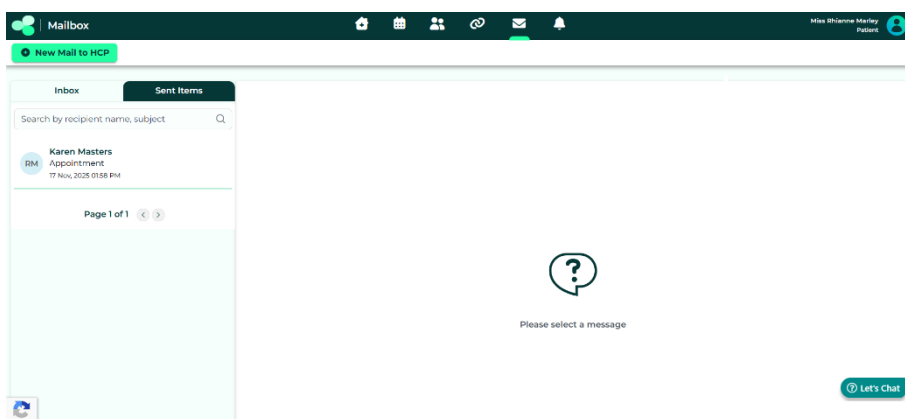


- You can attach documents to your email. Click on **Attach Documents** arrow and select from your computer which documents to attach.

- If you want to copy someone into your email click the **CC** icon. A new field will appear in our email where you can add email addresses.
- To mark the email as important click the **!** icon.
- An email can be deleted by clicking the **Bin** icon.
- Add a **Subject** and type your message. Click **Send**, and your message will be sent directly to your HCP.

Failure to complete the fields marked with an asterisk (*) will result in an error message being displayed and you will not be able to progress until you complete the required fields.

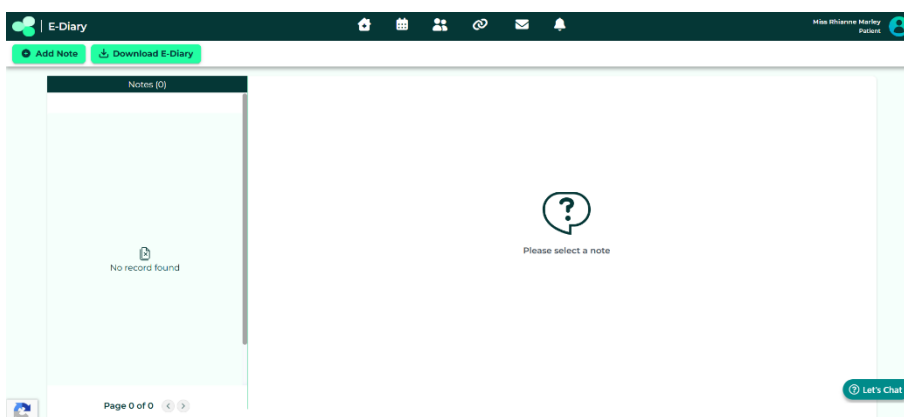
You can now see your sent email in **Sent Items**.



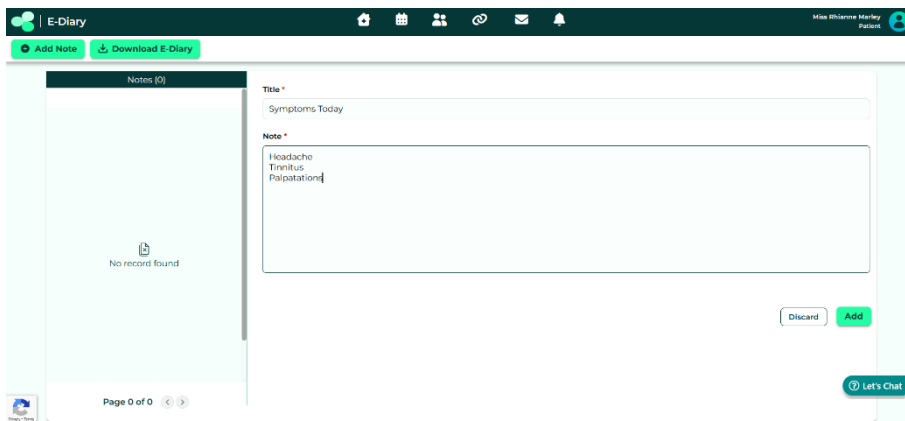
E-diary

The Evitas **E-diary** enables you to make notes in your **Medical Dashboard**.

- Click on **E-diary**.

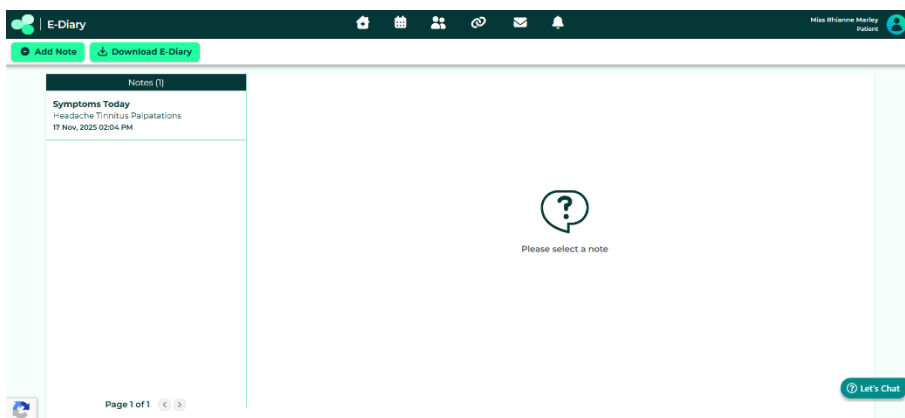


- Click on **Add a Note**. Give your note a title and complete the notes text box.

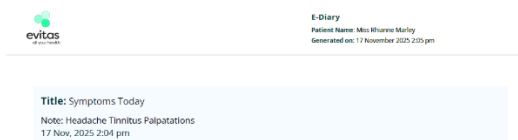


Click **Done**. You can now view your note in this section.

Failure to complete the fields marked with an asterisk (*) will result in an error message being displayed and you will not be able to progress until you complete the required fields.



You can also download this record by clicking on the **Download E-Diary** icon.



Downloading a Summary of Your Medical History

You can download a summary of your medical history, by clicking the **Download Medical History** button on the right-hand side of the **Medical Dashboard**. The document downloads to your device.



Personal and Biometrics Information

Title: Miss **Name:** Rhianne Marley
Date Of Birth: 10 May, 1990 **Complete Address/Post Code:** Reading Football Club PLC, Madejski Stadium, Reading, Berkshire
Blood Group: A RHD negative (A-) **Weight:** 146 kgs on 12 Nov, 2025
Height: 5 Feet 7 Inches **BMI:** 22.87

Diagnosis

Latent diabetes (Impaired glucose tolerance)

Diagnosis date: 12 Nov, 2025

Added by: Miss. Rhianne Marley

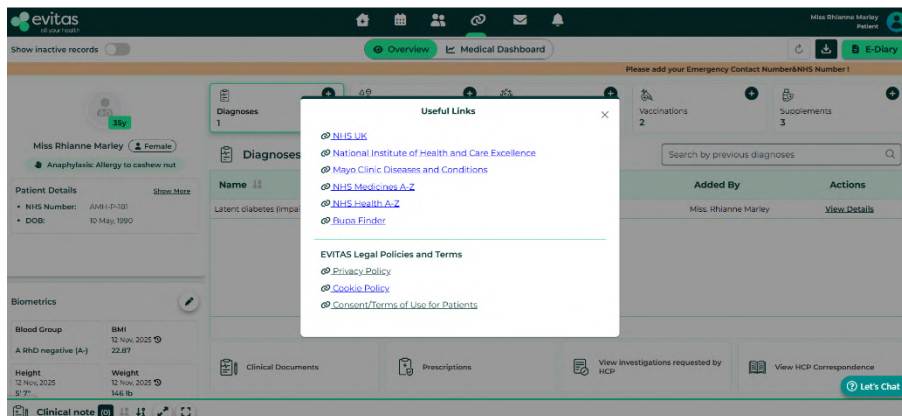
Added on: 12 Nov, 2025

Notes History:

- Note:
 - Status: Under Investigation
 - Added by: Miss. Rhianne Marley on 12 Nov, 2025
- Note: Blood sugar level has been checked by GP and is a little high will be having another blood test in two weeks.
 - Status: Suspected
 - Added by: Miss. Rhianne Marley on 12 Nov, 2025

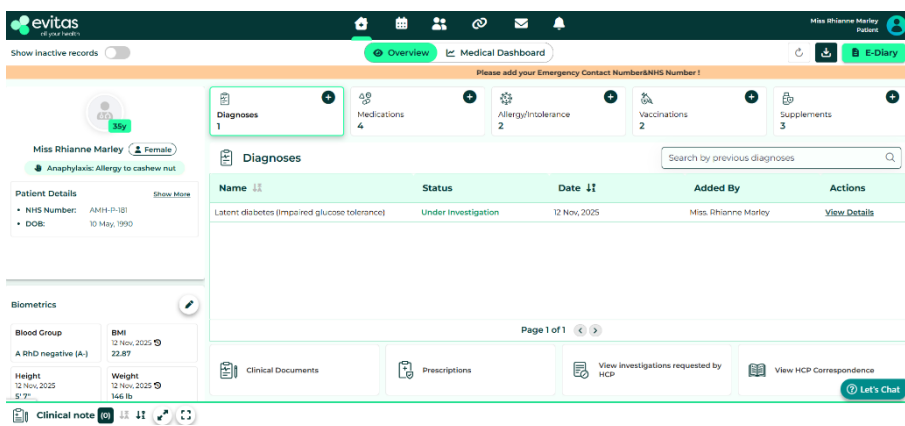
Useful Links

Evitas has provided some resources that might be useful to you. Access the **Useful Links** by clicking the top icon or the sidebar. You will then notice a pop-up showing a list of useful sites to improve your information about your condition. You can also review Evitas's **Privacy Policies** and **Terms of Use** by clicking on the provided links.



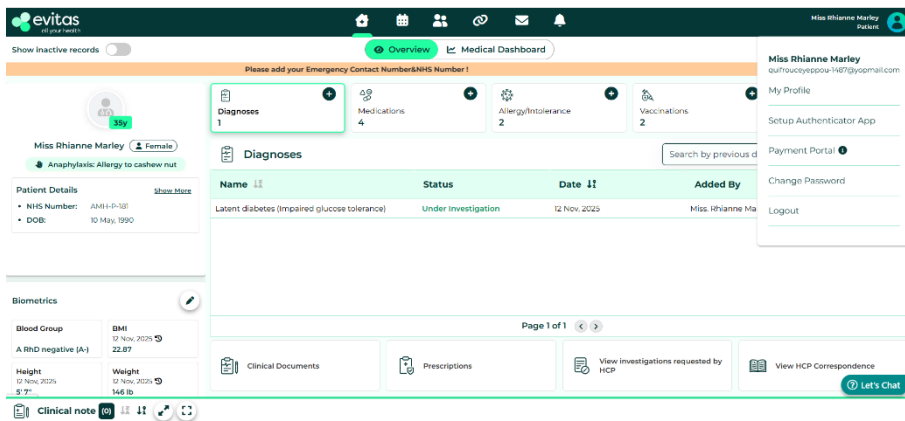
Clinical Notes

You can view and organise any clinical notes that your HCP(s) have written by clicking under the **Clinical Notes** field on the bottom left corner of the page. Clinical notes may be information that an HCP makes during a consultation or call. You can organise these notes alphabetically or by date added by clicking on the icons.

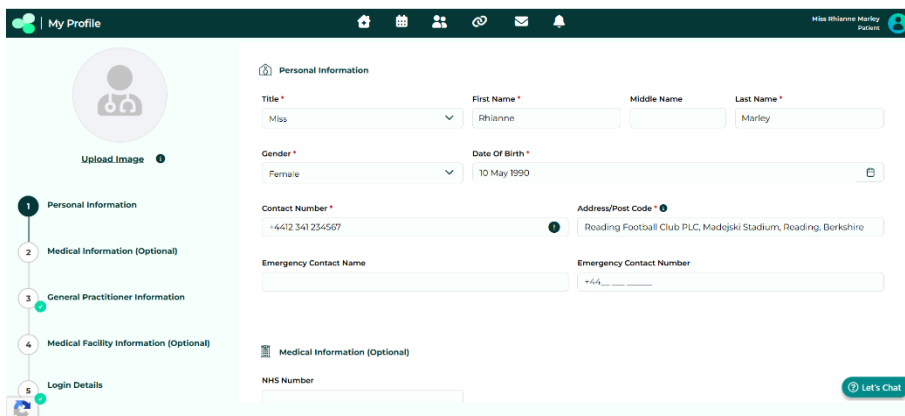


Profile Settings

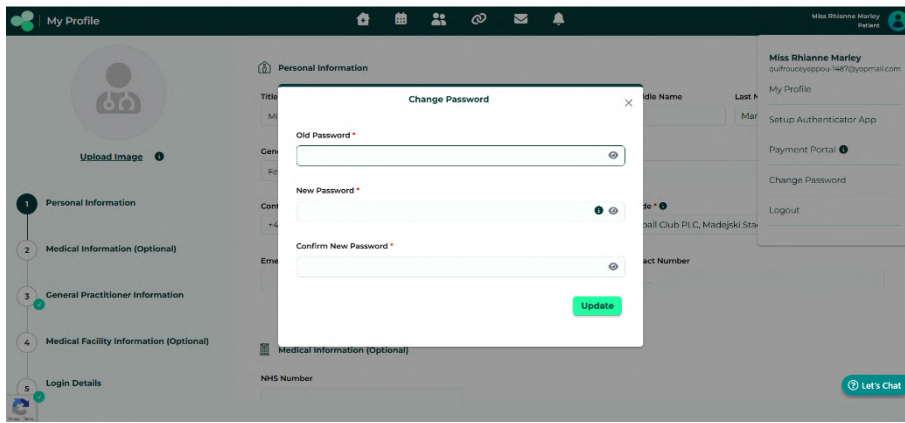
You can change your profile settings by clicking on the people's icon on the top right-hand side with your name on it. Clicking it will show a drop-down menu that you can select from.



- Click on **My Profile**. You can now edit your profile information.



- By clicking on **Change Password**, you can create a new password.



You can also log out from your profile by clicking on the **Logout** option in the menu bar.