READYWHEN

QuickStart Guide

How to use: Health

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Logging in and Navigation

1. Login to the ReadyWhen application at: http://app.readywhen.ca

2. Click the **Start** button for the relevant area of your dashboard to open it.

3. Alternatively, expand the relevant area in the left side navigation by clicking the right pointing triangle.

4. From the expanded list, click on the area you would like to open.
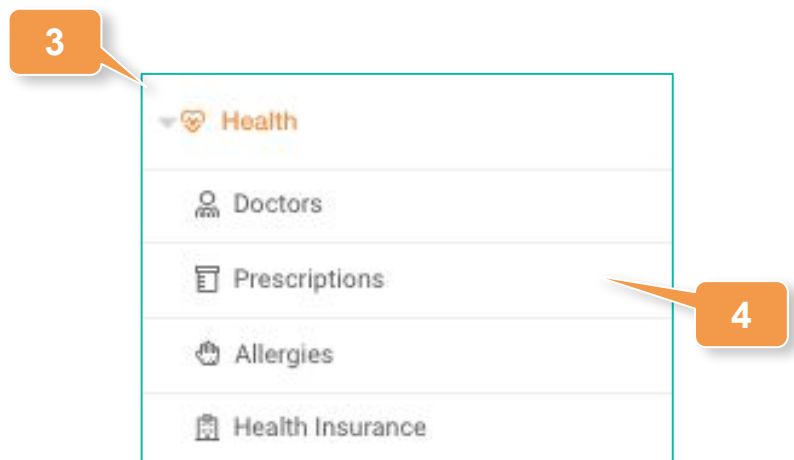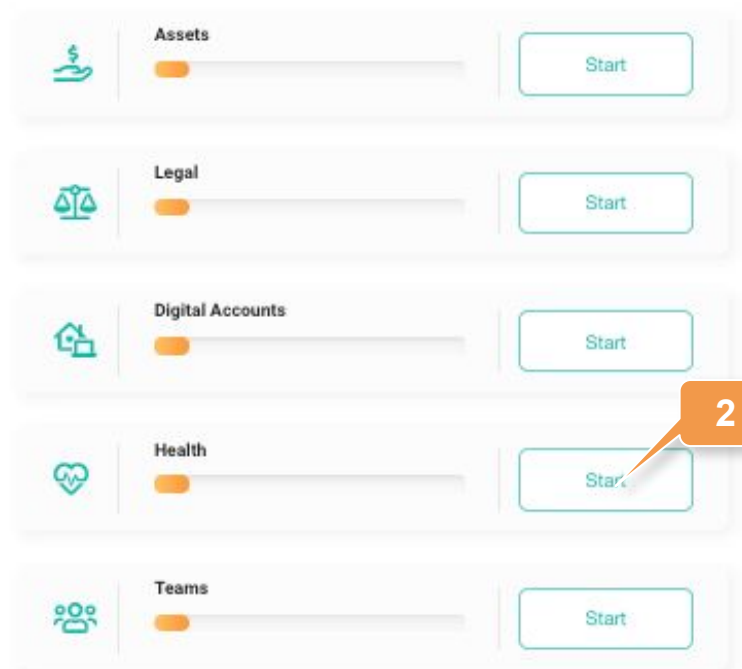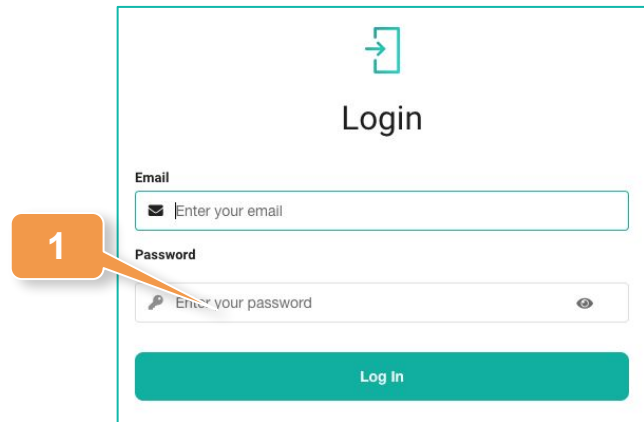
Adding a Doctor

1. Click on **Doctors** in the left hand navigation or **Add Doctors** from the Health Overview page.

2. Click **Add Doctor.**

3. As a minimum requirement, add the type of doctor and the physician's name.

4. Add all other available information such as a phone number and address.
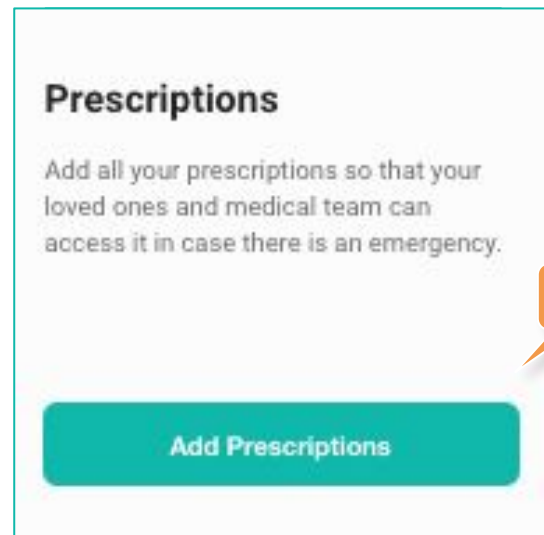
5. Click **Save** to complete the record.

Doctors

Add the various doctors that are a part of your medical team and their information.

Add Doctors

1

2 **Add Doctor**

Add a Doctor

3 Type of doctor *

General, Specialist, Psychologist, etc

Name of doctor *

Doctor or office email address

✉ Email

Doctor or office phone number | Additional phone number

+1 ▼ Phone number | +1 ▼ Phone number

4 Name of doctor office or hospital

Address

Apt/suite number | Province

Select Province ▼

City | Postal code/Zipcode

eg. 1A1-1A1

Additional notes

5 Save

Adding Prescriptions

1. Click on **Prescriptions** in the left hand navigation or **Add Prescriptions** from the Health Overview page.

2. Click **Add Prescription.**

3. Enter the name of the prescription being taken.

4. Include information on dosage and frequency or upload an image of the medication label.

5. Click **Save** to complete the record.

Prescriptions

Add all your prescriptions so that your loved ones and medical team can access it in case there is an emergency.

1

Add Prescriptions

2

Add Prescription

Add a Prescription

3

Name of prescription *

If you have multiple prescriptions you can add each one individually

Dosage/Frequency

4

Upload an image of your prescription or your medication label (optional)

Browse files or drag and drop
PDF or JPEG up to 10MB

No file cho

Additional notes

5

Save

Adding an Allergy

1. Click on **Allergies** in the left hand navigation or **Add Allergies** from the Health Overview page.

2. Click **Add Allergy**.

3. Indicate the type of allergy being added.

4. Add all other available information such as severity, condition name and the physical location of any medication.

5. Click **Save** to complete the record.

Allergies

Add your allergy information in case your family or doctors need it due to an emergency.

1

Add Allergies

2

Add Allergy

3

Add an Allergy

Type of allergy *

If you have multiple allergies you can add each one individually

How severe are your allergies?

Choose type

Name of condition

4

Where do you physically keep your medication?

Additional notes

Save

5

Adding Health Insurance

1. Click on **Health Insurance** in the left hand navigation or **Add Health Insurance** from the Health Overview page.

2. Click **Add Health Insurance**.

3. From the drop down list, indicate the type of insurance being added.

4. Add all other available information such as the name of the insurance company or the policy number and upload a digital version of your documents.

5. Click **Save** to complete the record.

Health Insurance

Add your various health insurance policies and information so you can access it when you need it the most.

1

Add Health Insurance

2

Add Health Insurance

3

Add Health Insurance

Type of insurance plan *

Choose type

Name of insurance company

Policy or member ID number

4

Upload and store multiple documents at once such as: insurance policies and health policy cards (optional)

Browse files or drag and drop
PDF or JPEG up to 10MB

Physical location of policy
Describe in detail the physical location of your policy

Example: My health insurance policy is in the top drawer of my desk.

5

Save

Editing or Deleting a Record

1. Expand **Health** in the left hand navigation and click on the relevant section, or click **Update** within the Health Overview page.

   Editing

2. Click the **Edit** icon in the top right corner of the added asset.

3. Make any required changes or updates.

4. Click **Save** to complete the record.

   Deleting

2. Click the **Delete** icon in the top right corner of the added asset.

3. Click **Confirm** to remove the asset.
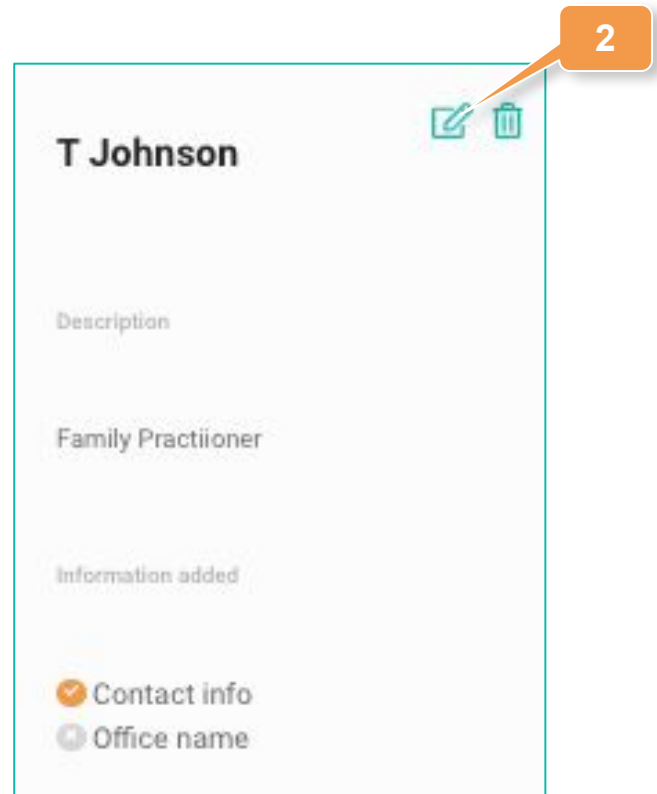
Contact Support

The ReadyWhen Support Team is available to assist if needed. Contact us at:

T: +1.855.908.5292

E: support@readywhen.ca

W: https://readywhen.com/support