



QuickStart Guide

How to use: Health

October 2021
Version 1.0

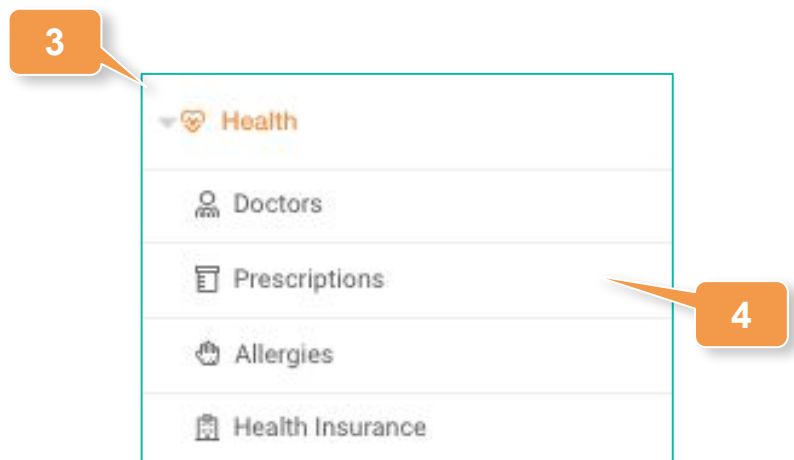
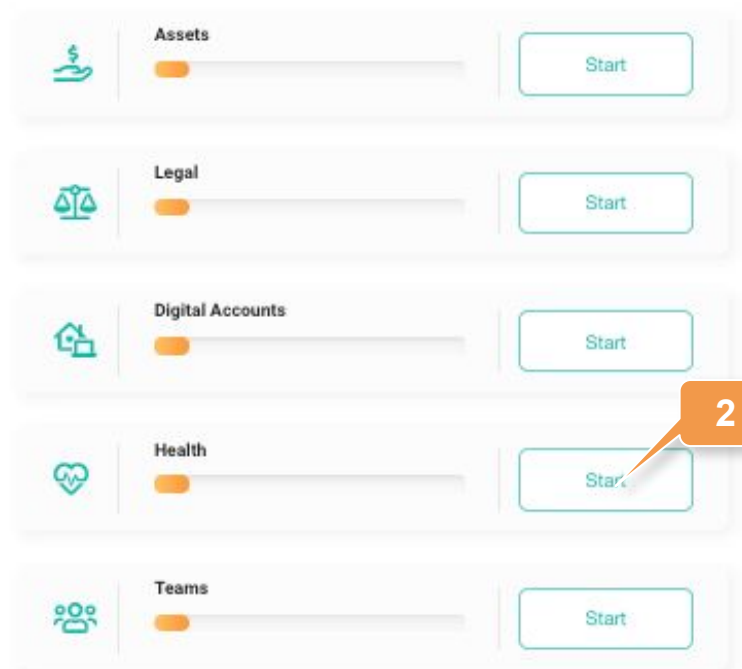
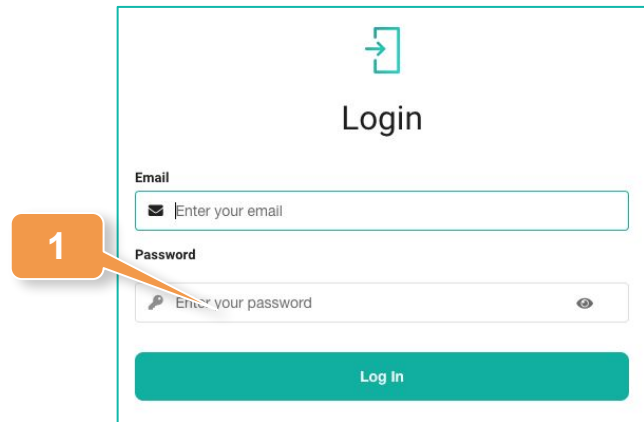


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Logging in and Navigation

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.

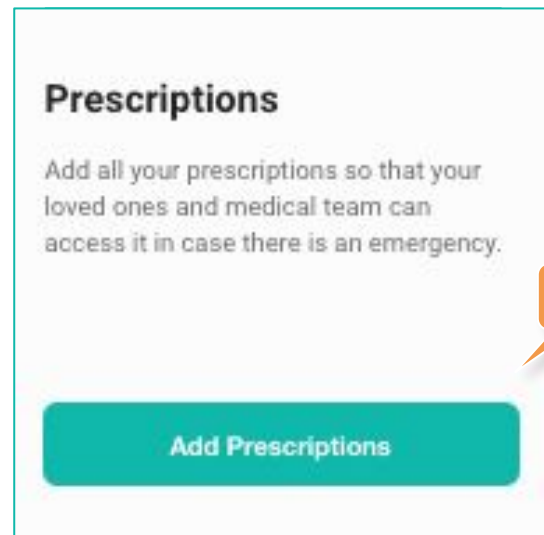


The screenshot shows the 'Add a Doctor' form. It contains the following fields and sections:

- Type of doctor ***: A dropdown menu with the text 'General, Specialist, Psychologist, etc'. An orange callout bubble with the number '3' points to this field.
- Name of doctor ***: A text input field.
- Doctor or office email address**: A text input field with an envelope icon and the label 'Email'.
- Doctor or office phone number**: A field with a country code dropdown (set to '+1') and a 'Phone number' input.
- Additional phone number**: A field with a country code dropdown (set to '+1') and a 'Phone number' input.
- Name of doctor office or hospital**: A text input field. An orange callout bubble with the number '4' points to this field.
- Address**: A text input field.
- Apt/suite number**: A text input field.
- Province**: A dropdown menu with the text 'Select Province'.
- City**: A text input field.
- Postal code/Zipcode**: A text input field with the example 'eg. 1A1-1A1'.
- Additional notes**: A large text area for notes.
- Save**: A grey button at the bottom right. An orange callout bubble with the number '5' points to this button.

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.



The screenshot shows the 'Add a Prescription' form. It includes the following fields and elements:

- Name of prescription ***: A text input field with a placeholder text: 'If you have multiple prescriptions you can add each one individually'. An orange callout bubble with the number '3' points to this field.
- Dosage/Frequency**: A text input field.
- Upload an image of your prescription or your medication label (optional)**: A dashed box containing a cloud icon and the text 'Browse files or drag and drop PDF or JPEG up to 10MB'. A 'No file cho' button is visible at the bottom right of this area. An orange callout bubble with the number '4' points to this upload area.
- Additional notes**: A text input field.
- Save**: A grey button at the bottom of the form. An orange callout bubble with the number '5' points to this button.

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.



The screenshot displays the 'Add an Allergy' form. The title 'Add an Allergy' is centered at the top. Below the title are several input fields: 'Type of allergy *' with a subtext 'If you have multiple allergies you can add each one individually'; 'How severe are your allergies?' with a dropdown menu showing 'Choose type'; 'Name of condition'; 'Where do you physically keep your medication?'; and 'Additional notes'. At the bottom of the form is a grey 'Save' button. Three orange callout bubbles are present: '3' points to the title, '4' points to the 'Where do you physically keep your medication?' field, and '5' points to the 'Save' button.

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.



Add Health Insurance

Type of insurance plan *

Choose type

Name of insurance company

Policy or member ID number

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.

Save

This screenshot shows the 'Add Health Insurance' form. It includes a dropdown menu for 'Type of insurance plan', text input fields for 'Name of insurance company' and 'Policy or member ID number', a file upload area with a cloud icon and text 'Browse files or drag and drop PDF or JPEG up to 10MB', and a text input field for 'Physical location of policy' with an example. A 'Save' button is at the bottom. Orange callout bubbles with numbers 3, 4, and 5 point to the dropdown menu, the file upload area, and the 'Save' button, respectively.

Editing or Deleting a Record

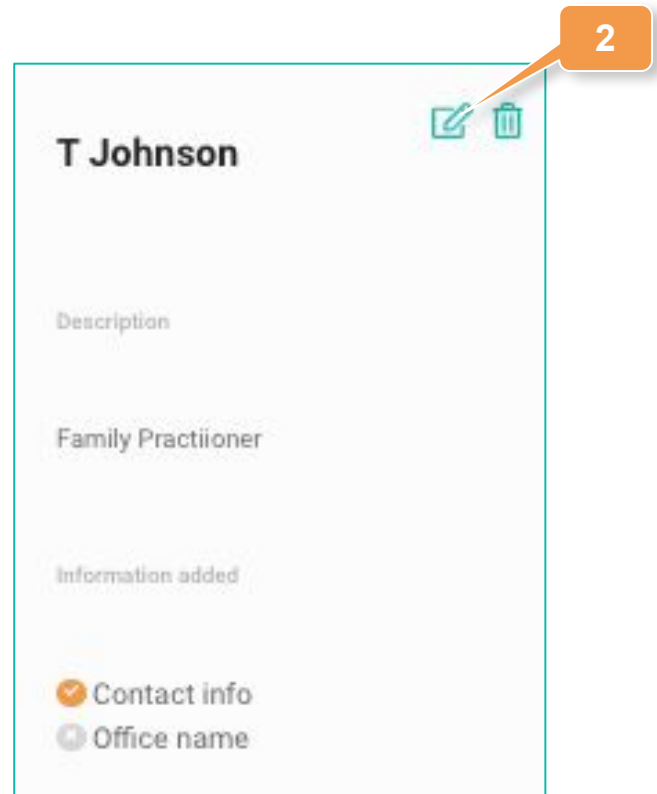
1. Expand **Health** in the left hand navigation and click on the relevant section, or click **Update** within the Health Overview page.

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>