

Getting Started with My Personal Health Manager

Here is a recommended list of steps to take when you first begin using **My Personal Health Manager**. The more information you enter into your personal file the more **My Personal Health Manager** can help you manage your health.

You may not want to do them all in one sitting nor in exactly this order. Use this list of steps as a guide only, and you may want to revisit this list from time to time to see if you have completed each of these basic steps needed to obtain maximum value from **My Personal Health Manager**.

Here we go to get you started:

Establish Your Password

Your personal password is another safeguard to keep your personal information private. You may choose to select a password to make sure others with access to your computer don't see any of your files. You may also select not to have this privacy feature.

Choose a Password (I think that the password dialogue box should appear after the new user registers their information, connect to Google account?)

Choosing a Password (Would consider using in dialogue box)

In order to use the start using My Personal Health Manager you must fill out this form. To make sure that only you can have access to your file in My Personal Health Manager, you will be asked for your password every time you wish to work with My Personal Health Manager.

Choose a username for yourself (such as your last name) and a private password. Together these will be your "key" into **My Personal Health Manager** from now on. This information will be kept in a registration database that is accessible only to you. Choose a password that you are not likely to forget.

After you are successfully registered, **My Personal Health Manager** will ask you to select or type in your username and password every time you try to access **My Personal Health Manager**.

Disclaimer

Use of **My Personal Health Manager** and Health Browser is not intended to replace the advice of a doctor, and is in fact designed to work in conjunction with your health care providers. The information provided is intended to help you make better health care decisions and take greater responsibility for your own health. You expressly acknowledge and agree that Personal Health Network is not responsible for the results of your decisions resulting from the use of the information, including, but not limited to, your choosing to seek or not to seek professional medical care, or from choosing or not choosing specific treatment based on the information.

Appears after they accept disclaimer.

I want to learn more about managing My health needs with My Personal Health Manager

Step 1

My Medical Records

Establish your personal file. In order to use your personal program you have to establish a new user database. All of this information stays on your personal computer. Remember, using **My Personal Health Manager** does not replace consultation with you physician.

At the left submenu, click on **New User**, review the medical information disclaimer, after agreeing to it you will proceed to the next screen, **About Me**. Complete and save the required information. Press the ? on the toolbar to learn more about this or any other section.

Step 2

Login to your personal file. You are now ready to login to your personal files.

At the left submenu click on **Login**. (This is where you will start using your personal files from now on). At the User's name box select the user's name and click on login now. You will be able to establish your password when completing the information in the next section.

Step 3

Enter basic information about yourself (or any other person). The login will take you to your Personal Health page, this is empty now since you are just establishing your personal file. To continue entering your information go to **The Basics** section.

At the top toolbar click on **The Basics** section. You will see your Personal Health Card, its quite bare. Starting with clicking on Emergency Contacts on the left menu, complete the requested information. Click on the help icon ? to learn more about each topic.

Step 4

Enter your medical history. You are now ready to enter your medical history. This information will be used to complete your Personal Health Card and your personal health profile.

At the top toolbar click on **Medical History** section. You will see your Medical History Form, its quite bare. Starting with clicking on **Illnesses** on the left menu, complete the requested information. Click on the help icon ? to learn more about each topic.

Step 5

Learn about your risks for medical conditions. This section is still under development. It will provide you a place to learn about what is preventing you from attaining optimal living, and more important what you can to reach your health goals.

At the top toolbar click on **Optimal Living** section. You will see your Health Risk Profile Chart, it displays your risk for a number of medical conditions. (If you entered information)
Click on the help icon ? to learn more about each topic.

Step 6

Establish your Personal Health Page. This is the first page you will reach when you login to your personal files. We think of it as your control panel to manage your health. It is quite bare now, follow the help menu ? regarding each function and topic.

At the top toolbar click on **Health Activity** section. Click on the items on the left menu and learn how they can help you. Complete the required information to get full benefit from this section.

Step 7

Learn about the My Personal Health Knowledgebase. My Personal Health

Knowledgebase is your comprehensive connection to health topics about every aspect of your health interests. You will need to be connected to the Internet to use it.

At the top toolbar click on **Health Activity** section. Click on **Knowledgebase** on the left menu and learn more about the wealth of information available at your fingertips.

Step 8

Learn about the My Personal Health Network's interactive communities. You will learn about our message board, chat rooms, virtual support group and other resources you can use to reach your health goals.

At the top toolbar click on **Communities** section. Select the interactive service you want to learn about. Follow directions to post a message or to ask a question.

Step 9

Communicate with My Personal Health Network. We are continuously improving **My Personal Health Manager**, we need your input to best help you reach your health goals. Let us know how we can make **My Personal Health Manager** serve your needs better.

Remember, if you need **help** at any point in your use of **My Personal Health Manager**, click on the question mark (?) in the upper right hand corner of your screen. If you are at a website in the **My Health Knowledgebase** and want to return to **My Personal Health Manager**, click on the "back" command (Ü) or click on the section of **My Personal Health Manager** in the toolbar at the top to which you wish to return.

For first time users I would have welcome statement than Disclaimer:

My Personal Health Manager, Personal Health Network's secure, home- based, desktop/internet comprehensive health management program designed to help you understand, monitor, and improve your health, and the health of those you love.

Please read the disclaimer below and if you accept the conditions you will be able to start using My Personal Health Manager and Browser.
Keeping your information secure

You can use **My Personal Health Manager** forms to interact with your healthcare providers, keep them as a record, use them for more information. To get the most benefit however, consider utilizing My Health Manager for the many other functions it can provide in your health activities. We have made My Personal Health Manager secure, however you may choose the amount of information you record based on your comfort level.

I want to "dive right in"! (Go to Basics first and enter your personal profile)
For established users: (this may be for future versions)
I would use the following text:

Welcome to **My Personal Health Manager**, Personal Health Network's secure, home- based, desktop/internet comprehensive health management program designed to help you understand, monitor, and improve your health, and the health of those you love.

Where would you like to go?

- Establish a new user
- Enter new health information
- Go to My Personal Health Page
- Create an Action plan
- Learn more about a health topic
- Check My To do's and Reminders
- Work on My Optimal Living Plan

Information in ? help for My Personal Health Manager Home:

ABOUT **My Personal Health Manager** Home

If you are an established user, this is where you login to My Personal Health Manager you can learn more about the program or just dive in and start using it.

The **My Personal Health Manager Home** section includes the following subsections and functions:

- Login

The Login process is the lock and key to your personal information. Once you register for the first time, you are required to enter your login and password each time you use My Personal Health Manager.

- New User

First timer users start here. When you choose New User you are shown the disclaimer and are taken through the registration process.

- Sample User

Want to see a demonstration? Choose Sample User to see sample personal information we've provided as an example.

- Logout

Use Logout to get out of the personal files and leave My Personal Health Manager up and running. Choose Logout to change users without shutting down My Personal Health Manager.

- Exit

Exit closes My Personal Health Manager.

About My Personal Health Manager

Choose About My Personal Health Manager to learn about My Personal Health Manager, to remind you of our and your legal obligations in using the program and to learn about Personal Health Network.

HOW TO : (My Personal Health Manager HOME)

To login for a new user: (Unregistered)

1. Click on **My Personal Health Manager Home** in the toolbar
2. Click on new user
3. Read disclaimer
4. Click on I Accept if you accept the conditions in the disclaimer
5. Click on I Don't Accept if you don't accept conditions in the disclaimer (You will not be able to register)
6. Complete the About Me section
7. When completed, click on save to register the information about the user
8. Click on cancel if you want to return to the **My Personal Health Manager** home page without registering the information
9. When you return to the My Personal Health Manager home page click on LOGIN to start using use the **My Personal Health Manager**

To Login for established users (Registered)

1. Click on My Personal Health Manager Home in the toolbar
2. Click on Login
3. On the Login screen click on your name
4. When the name is shown in the window click on Login now.
5. If you have a password, Type in password in the window
6. Click on Login now

You will be taken to your Personal Health Page which is in the in the Health activity section

To learn about the power of My Personal Health Manager without registering use a sample user.

1. Click on My Personal Health Manager Home on the toolbar
2. Click on sample user
3. At the health activity section you will see the Personal Health Page for Ms. Sara K. Anderson our sample user.
4. You may click on the different sections in the tool bar. (See more information in section overviews)

To leave your files and remain in the program

1. Click on My Personal Health Manager Home
2. Click on Logout

To Exit My Personal Health Manager

1. Click on My Personal Health Manager Home
2. Click on Exit

Also

1. Click on x in tool bar.

About My Personal Health Manager

I would change this to be more informative about the My Personal Health Manager

To learn more about the My Personal Health Manager version you are using

1. Click on My Personal Health Manager Home of the tool bar
2. Click on About My Personal Health Manager

If they select About My Personal Health Manager:

Give them three options:

Overview of My Personal Health Manager

Legal stuff (Disclaimer, End user agreement and confidentiality statement)

(Get from existing documents I'll send in separate file)

About Personal Health Network

OVERVIEW OF My PERSONAL HEALTH MANAGER

My Personal Health Manager helps you manage your health care needs. The personalized system gives you the power to organize, access and use health information that's relevant to you. My Personal Health Manager will help you understand and manage your health care and the health care of those you love and improve your relationship with your health care providers.

Here are some examples of how My Personal Health Manager can work for you:

- You or a family member is diagnosed with an illness. Use of My Personal Health Manager Knowledgebase helps you quickly find information about treatments, research, and options that your family may have for care.
- There are health conditions that run in your family. My Personal Health Manager helps you learn what warning signs to monitor and keeps your health history at your fingertips.
- You have a condition requiring you to monitor and track health signs on a regular basis. My Personal Health Manager helps you track your health signs and print out reports that can be shared with your doctor.

If you have not had much experience with computers before, using computer software to manage your health needs may seem overwhelming. Don't worry. This overview will help you get started using My Personal Health Manager. It will give you hints how to get the most out of the program. Once you are using the program, help is always just a click away. You can press ? in the tool bar (the pastel blue bar under the PHN sign) from anywhere in the software to get help on using the My Personal Health Manager.

My Personal Health Manager will benefit you in many ways and you will probably find new ways to utilize the program that we haven't even thought of.... Let us know...so we can share with others.

This overview will include the following sections:

About **My Personal Health Manager**

Learning about **My Personal Health Manager**

What is the My Personal Health Manager

How does My information remain confidential

How is My Personal Health Manager Organized

My Personal Health Manager Home

Subsections and functions

My Profile

The Basics

Overview and subsections

How can The Basics section help me

Medical History

Overview and subsections

How can the Medical History section help me

Salutogenesis

Overview and subsections

How can the Optimal Living section help me

My Health Contact

Overview and subsections

My Personal Medical Records

Tracking Health and Outcomes

Contract 4 Optimal Health-care

Best Care4Me

Best Care4Heart Conditions

My Health Network

My Health Ecosystem

My Personal KnowledgeBase & Resources

Resources

Overview and subsections

How can the Resources section help me