

# **MDLIVE: TRAINING PRESENTATION**

"Request a Consultation Using the MDLIVE Portal"



Access to Doctors 24/7/365 Anytime, Anywhere

### Landing Page

**MDLIVE**<sup>®</sup>

- URL: www.mdlive.com/ mctwf
  - Click Member Sign In





#### **Access Your Account**

Enter the username and password you created during registration

If you have forgotten your username and/or password, please use the links at the bottom of the page. You will be prompted to enter your email and either your username will be sent to you or your password will be reset.





# The MDLIVE PORTAL: MAIN DASHBOARD



After you have successfully entered your username and password you be directed to your **Dashboard** page.

# **MDLIVE PORTAL:** Doctor Consultations

MDLIVE

To consult with a doctor, pediatrician, or Therapist,

you can either choose:

Find a Provider

- OR -

Doctor on Call

- OR -

Therapist on Call





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If you choose "Find a Provider", **you may select** a:

Family Physician

- OR -

**Pediatrician** 

- OR -

Therapist

Then click Search



# MDLIVE

#### <u>Request an</u> <u>Appointment</u>

You may either **request an appointment** with a specific doctor.

- OR -

Click Visit Now with a Doctor on Call to receive an immediate consult



# MDLIVE

#### **Appointment Request**

- Select the member of your family that needs a consult
- Pick from the dropdown the reason for your appointment
- Add additional comments or concerns
- Enter the phone number that you would like to be reached on.
- Click Request
   Appointment



### <u>Completing Medical</u> <u>History</u>

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Simply select "Yes" or "No", as you navigate through the questionnaire.

hb	IVE © 888-632-2738 oard Find a Provider My Health Message Center Help & Support	
	Choose Provider     2 Medical History     3 Pharmacy     Confirmation	
ast	Updated: 03/18/2014	
as	se review your medical history below, and make any additional changes as needed.	
М	y Health History	
	Wy Health Conditions	
	Do you have any health conditions? O Yes    No	
	No medical conditions reported	
	My Medications	
	Are you currently taking any medication? O Yes    No	
	No medications reported	
	A My Allergies	
	Do you have any Allergies or Drug Sensitivities? ○ Yes ● No	
	No allergies reported	
	My Surgeries and Procedures	
	nave you even had any surgenes or medical procedures? Ves No	
	No surgeries or major procedures reported	
	Continue	

### **Completing Medical History**

**MDLIVE**<sup>®</sup>

- If you choose "Yes", a dropdown will automatically appear.
- <u>Start typing</u> your condition or the medication, and a list of choices will be provided.
- You may enter multiple items by clicking the add button.
- When you have completed this page click **Continue.**

	rd Find a Provider My Health Message Center Help & Support
	Choose Provider     2 Medical History     O Pharmacy     Confirmation
st U;	pdated: 03/19/2014
ase	review your medical history below, and make any additional changes as needed.
му	Health History
1	Vy Health Conditions
	Do you have any neath conditions? O Yes @ No
	No medical conditions reported
	A My Medications
	Are you currently taking any medication? O Yes   No
	No medications reported
Γ.	A My Allergies
	Do you have any Allergies or Drug Sensitivities?
	Add new alleray:
	Peanut
	Severty: Severe  Reaction: Rashes on the skin Add allergy
	Mild
	Not Sure Mild Moderate Severe
	Moderate Severe X My Surgeries and Procedures



#### **Choose a Pharmacy**

• Choose a Pharmacy, by entering a:

Zip code

- OR -

City and State

	A Madical History	Dharmany O Confirmation	
Choose Provider	2 Medical History	Benarmacy Confirmation	
Choose a Pharmacy			
Search our pharmacy network an convenient store near you.	I choose the most	Found 262 Pharmacy(s) in Detroit, MI	
Zip Code: OR		KMART #9814 19990 TELEGRAPH Use this Pharm	acy
City: Detroit		DETROIT MI, 48219 ph: (313)537-8038 fx: 3135378044	
Search Pharmac		HENRY FORD DETROIT NORTHWEST #520 7800 WEST OUTER DRIVE	acy
		DETROIT MI, 48235 ph: (313)543-6300 fx: 3132552091	
		ST JOHN PHARMACY RIVERVIEW HOSP 7633 East Jefferson, Ste 130	acy
		DETROIT MI, 48214 ph: (313)499-4031 fx: 3134994039	
		ST JOHN PHARMACY PROFESSIONAL BUILD 22151 MOROSS RD STE G25	acy
		DETROIT MI, 48236 ph: (313)343-3776 fx: 3134172975	
		RITE AID-18430 FENKELL STREET Use this Pharm 18430 FENKELL STREET	acy
		DETROIT MI, 482232301 ph: (313)837-2340 fx: 3138370884	
		RITE AID-1900 E 8 MILE RD BELMONT SHOPPING CENTER 1900 EAST 8 MILE ROAD DETROIT MI, 482341081 pb: (313)892-4600 fc; 3138923753	acy

### **Choose a Pharmacy**

MDLIVE

- Once you select a Pharmacy, you will be shown where it is located on a map, with Google Maps.
- Click Continue

The Find a Provider	My Health Message Center Help & Support
F	harmacy was successfully updated
1 Choose Provider	2 Medical History 3 Pharmacy 3 Confirmation
Choose a Pharmacy	
	VIIII VIIII VIIII VIIII VIIII
Your Current Pharmacy:	CVS Pharmacy   Photo
CVS/pharmacy #8047 8115 W. VERNOR	8115 W Vernor Hwy Save 2 reviews St
DETROIT MI, 48209 ph: (313)841-9703 fx: 313849152	View on Google Maps
	tanis D
Search New Pharmacy	er Park
	the same start and same start
	2 - Wylenon - Bala Loomon - Bala - S
	Care Pharmacy
	Coogle
	azore dodger mep bata i rems or ose i report a map eror

# Pay your \$10 copay:

MDLIVE

- Securely enter your credit card information.
- Click Update Payment

Scheduk	e a Visit My Health Message Center Help	Mary Marino 🔹
1 Choose Provi	der 🛿 Medical History 🚯 Pharmacy	Payment <b>3</b> Confirmation
Payment Informatio	on	
		Regular E-Visit Cost:\$45.00
Your Cost Today	\$45.00	
Payment Method		
Payment Method Credit Card Type:	Visa • This is an HSA Card What is this?	
Payment Method Credit Card Type: Card Number:	Visa         ■         This is an HSA Card What is this?           4007000000027         ■	
Payment Method Credit Card Type: Card Number: CVV Number;	Visa  This is an HSA Card What is this?	
Payment Method Credit Card Type: Card Number: CVV Number: Name on Card:	Visa   This is an HSA Card What is this?	
Payment Method Credit Card Type: Card Number: CVV Number: Name on Card: Billing Address:	Visa  This is an HSA Card What is this?  4007000000027  161 WASHINGTON ST STE 1400	
Payment Method Credit Card Type: Card Number: CVV Number: Name on Card: Billing Address: City:	Visa    This is an HSA Card What is this?  4007000000027  161 WASHINGTON ST STE 1400  CONSHOHOCKEN	
Payment Method Credit Card Type: Card Number: CVV Number: Name on Card: Billing Address: City: State:	Visa  This is an HSA Card What is this? 4007000000027 161 WASHINGTON ST STE 1400 CONSHOHOCKEN PENNSYLVANIA	
Payment Method Credit Card Type: Card Number: CVV Number: Name on Card: Billing Address: City: State: Zip:	Visa <ul> <li>This is an HSA Card What is this?</li> <li>4007000000027</li> <li>4007000000027</li> <li>161 WASHINGTON ST</li> <li>STE 1400</li> <li>CONSHOHOCKEN</li> <li>PENNSYLVANIA</li> <li>T</li> <li>19428</li> <li>19428</li> <li>This is an HSA Card What is this?</li> <li>This is an HSA Card What is this?</li> <li>This is an HSA Card What is this?</li> <li>400700000027</li> <li>40070000000000000000000000000000000000</li></ul>	

# **Confirmation:**

MDLIVE

- Confirm your session details
- Check the check boxes to certify that you accept the terms of the consultation.
- Add your initials
- Create your Appointment

LIVE © 888-	-632-2738 Matthew Jerry -
board Find a Provide	er My Health Message Center Help & Support
1 Choose Provide	er 2 Medical History 3 Pharmacy 4 Confirmation
Confirmation	
Please confirm your session	on details:
Provider:	Provider On Call
Provider Type:	General Practice
Chief Complaint:	I Don't know / I'm not sure
Consultation Method:	Phone Consultation
Payment Method:	Available Consultation Visits
Please acknowledge that you h Check the box to the left of th	have read the following statements by typing your first and last initials (i.e. "MJ") in the box below. In statement to indicate your agreement. You must accept the Terms of Use in order to proceed.
	read and accept the terms of MDLIVE Medical Group's Informed Consent. (Required)
<ul> <li>I have read MDLIVE hard copy of the P</li> </ul>	E Medical Group's Privacy Policy and I acknowledge that I have the ability to print a rivacy Policy for my records. (Required)
Please enter your i	initials: ("MJ") MJ
	Back Create Appointment



# Your consultation was submitted!

DLIVE	© 888-63	2-2738		5	Matthew Jerry 🝷	
Dashboard	Find a Provider	My Health	Message Center	Help & Support		
	Consultation was This process may tak When everything is re	Successfully Reque e a few minutes. You r ady, the system will c	s <b>ted</b> may now close this page. all you back automatically.			
© 888-632	Don't go far. Your co	Sultation will start with	hin the next 15 to 30 minutes.			You
© 888-632	Privacy Policy	Terms of Use   [	Disclaimer   Informed Consent	Version 2.8.5	± 💆 🗓	



**MDLIVE**<sup>®</sup>

 Get an instant consultation with the next available doctor.



# **MDLIVE PORTAL:** Doctor on Call

- If you choose "Doctor on Call", you will:
- 1. Select a **Provider Type**.

MDLIVE

- 2. Enter a Chief Complaint.
- 3. Add additional comments.
- 4. Select consult type: Phone
- 5. Enter the phone number that you would like to be reached on.
- With Doctor on Call, Video consultations are only available from 7 a.m. to 9 p.m. local time on a scheduled basis. Please call 1-800-400-MDLIVE to schedule a video consultation.

LIVE	© 888-632-2738
hboard	Find a Provider My Health Message Center Help & Support
	Doctor On Call
	Doctor On Call is an exclusive 24h service where you can get an instant consultation with a doctor by phone. Just select a provider type and the consultation method you would like. We will connect you to the next available healthcare professional. Please Note: Video consultations are only available from 7 a.m. to 9 p.m. local time on a scheduled basis. Please call 1-800-400-MDLIVE to schedule a video consultation.
	Select a Provider Type.  General Practice  Pediatrician  General Practice Select a member from this list  *
	Enter Chief Complaint. Select a condition from this list Additional comments or concerns:
	Select Consultation Method.
	Enter Call In Number 3139642400



There are 3 scenarios for requesting a video appointment:

1. <u>Provider is online and available</u> – When a provider has marked themselves online and available for Video consultations the patient will be able to see this when they search for a provider in their State. They can request an appointment for now with that provider. The patient will go through the process of entering their Chief Complaint, Updating their medical history, selecting their pharmacy, paying for consult (if required) and giving their consents and acknowledgments. At this time they will be able to start the consultation and await a moment for the Doctor to enter the consultation.

2. <u>Provider has scheduled availability online</u> – When a provider has scheduled their availability online the patient will be able to see this when they search for a provider in their State. The patient can choose from the listed availability to schedule an appointment. The patient will go through the process of entering their Chief Complaint, Updating their medical history, selecting their pharmacy, paying for consult (if required) and giving their consents and acknowledgments. At the time of the appointment the patient will need to log in, 5 minutes prior to the scheduled appointment the patient will be able to start the consultation and await for the Doctor to enter the consultation.

**3.** <u>**Request an appointment**</u> – When a provider is not online or does not have scheduled availability the patient will be able to request an appointment with that specific provider. When requesting an appointment the patient will choose the desired date, timeframe of visit (Morning, Afternoon, Evening), enter contact number, chief complaint and preferred method of consultation (Phone, Video, First Available). At that time a request will be sent to our HSS who will contact the Physician and schedule the appointment based on the providers availability.



#### 1. <u>Provider is online and available</u>:

- Use Find a Provider
- Select your **Provider Type** and **My location**
- Click Search

If your in in your home state you may also use the **Find a Provider** tab at the top of your portal.





- 1. **Provider is online and available**:
- Next to the provider's name their availability is stated:
   "I'm available by video or phone"
- You may select Visit Now or Request and Appointment





- 1. <u>Provider is online and available</u>: VISIT NOW
- Select the **member of your family** who would like to have the consult.
- State the **reason for your appointment** from the dropdown.
- Add Additional comments or concerns, if necessary.
- Select Video
- Click Request Appointment

MDLIVE	© 888-63	2-2738			Matthew Jerry 👻
Dashboard	Find a Provider	My Health	Message Center	Help & Support	
Find a Pro	t Date: Provid Date:	pintment Reque er: Dr. Maria Daly Friday, Mar 21	est 7 2014		× Search Options -
	D Time: Dc Se ca Mattr	08:43 AM EST ect Member: ew Jerry(Self) at is the reason fo	r your appointment?	(ex: Ear Ache)	le
	D Pink Ge Ad	eye ditional comments ( a is red and itchy	or concerns:	• *	e Request Appointment
		uld you like this ap Phone Cancel	pointment by video o	or phone?	e Żż Request Appointment



- 1. <u>Provider is online and available</u>: VISIT NOW
- Just like with a phone consultation, you will add your Medical History, and select a Pharmacy.
- After filling out these options, there is a Continue and Back button at the bottom of the page.
- You will them be directed to download software called **VSee** that will enable you to connect with a doctor over Video.
- Click Continue

(If you have already downloaded this software, the page will be skipped.)

MDLIVE	© 888-632-2	2738		Matthew Jerry
Dashboard	Find a Provider	My Health Message Cente	er Help & Support	
1	Choose Provider	2 Medical History	3 Pharmacy	4 Confirmation
Instal	II Video Application			
Click the	button below to download the ap	plication.		
Dov	wnload Now			
Step 1	computer. Iload vsee.exe? Save Discard n "Save" when prompted.	d Click on the "vsee.exe" that just to run the installer.	tinue	en installed successfully. OK finish the installation.



Proprietary & Confidential - not for distribution



- 1. <u>Provider is online and available</u>: VISIT NOW
- Just like with a phone consultation, you are requested to Confirm your Appointment and certify that you have read MDLIVE Medical Group's Informed Consent and Privacy Policy.
- You may do this by clicking the blue print or they are both listed throughout the portal at the bottom of the page.
- Once you checked the boxes and placed your initials in the section provided click Create Appointment

	er 2 Medical History 3 Pharmacy 4 Confirmation
Confirmation	
Please confirm your session	in details:
Provider:	Provider On Call
Provider Type:	Pediatrician
Chief Complaint:	Pink eye: My eye is red and itchy.
Consultation Method:	Video Conference
Payment Method:	Available Consultation Visits
Payment Method: Please acknowledge that yo Check the box to the left of t I certify that I have I have read MDLIN	Available Consultation Visits a have read the following statements by typing your first and last initials (i.e. "MJ") in the box below. he statement to indicate your agreement. You must accept the Terms of Use in order to proceed. read and accept the terms of MDLIVE Medical Group's Informed Consent. (Required) E Medical Group's Privacy Policy and I acknowledge that I have the ability to print a hard
Payment Method: Please acknowledge that yo Check the box to the left of the I certify that I have I have read MDLIN copy of the Privac Please enter your	Available Consultation Visits a have read the following statements by typing your first and last initials (i.e. "MJ") in the box below. The statement to indicate your agreement. You must accept the Terms of Use in order to proceed. read and accept the terms of MDLIVE Medical Group's Informed Consent. (Required) E Medical Group's Privacy Policy and I acknowledge that I have the ability to print a hard y Policy for my records. (Required) Initials: ("MJ") MJ



- 1. <u>Provider is online and available</u>: VISIT NOW
- The Video Consultation prompt will appear on your screen.
- Click to Start your video consult





- 1. <u>Provider is online and available</u>: VISIT NOW
- Status: Consultation is starting
- Another screen will pop up to make sure your webcam is functioning with the **Vsee** application.
- Click Yes if you see yourself
- It will also do a sound test to make sure you it is connecting with your speakers as well as your microphone.
- When set up is completed click Done

DLIVE Dashboard Find a Provider My Heal	th Message Center Help & Suppor	Mike Marino 👻
Consultation in Progress		
Video Consultation with Dr. Deborah Mulliga	n	
• Status: Consultation is starting. Please wait. Your doctor will call in a moment. Please do not leave this page until the consultation is	over.	
If you close the video conference by mistake, open it aga	in by clicking the Relaunch Consultation Button below	w. 🛠 Contact Support
Setup Your Video and Audio Setup your webcam		
Do you see yourself? Yes No		

![](_page_26_Picture_0.jpeg)

Your consultation will now start immediately!

![](_page_26_Picture_2.jpeg)

![](_page_26_Picture_3.jpeg)

![](_page_26_Picture_4.jpeg)

![](_page_27_Picture_0.jpeg)

#### 2. Provider has scheduled availability online :

- Follow the same steps as when the provider is online and available.
- The difference is that you do not have a green **Visit Now** button. The site states that the doctor is available by appointment either video or phone or both.
- Click Request Appointment

![](_page_27_Picture_6.jpeg)

![](_page_28_Picture_0.jpeg)

Α

#### 2. <u>Provider has scheduled availability</u> <u>online</u>:

- You may now select a time to speak with the physician.
- If you do not find any times that fit your schedule, you may change the date with the calendar icon in the upper right-hand corner of the screen.
- Please go back to slide 21 and follow the slides until your consult is scheduled.

bout Me	My Credentials	My Availability	
l'm av	ailable for appointm	ents by video or ph	one
My av	ailable times for <b>Thur</b>	sday, 27 March,2	2014
08:00	AM 🗖 08:15 AM	08:30 AM	08:45 AM
09:00	AM 🗖 09:15 AM	09:30 AM	09:45 AM
10:00	AM 🗖 10:15 AM	10:30 AM	10:45 AM
11:00	ам 🗖 11:15 ам	■ 11:30 AM ■	11:45 AM
12:00	рм 🗖 12:15 РМ	12:30 PM	12:45 PM
01:00	рм 🗖 01:15 РМ	01:30 PM	01:45 PM

![](_page_29_Picture_0.jpeg)

#### 2. <u>Provider has scheduled availability</u> online :

• You will then receive an appointment confirmation on your screen.

#### Appointment Confirmation

You have successfully scheduled a consultation

Provider:	Dr. Deborah Mulligan
Date:	Wednesday, March 26
Time:	07:45 PM
Chief Complaint:	Asthma

At the time of your appointment login to MDLIVE. A popup window like the one shown on the right will appear on the	Video Consultation with Dr. Stovenn Gurland Click to Start
screen 5 min before your appointment. Follow the instruction to start your consultation.	Vou may be prompted to breach an application for the Scient "Kennember my choice for
	vene links <sup>11</sup> and proceed with the transceptement and any second

Cancellations: Appointments need to be cancelled within 24 hours of consultation time for a refund.

![](_page_30_Picture_0.jpeg)

#### 2. <u>Provider has scheduled availability</u> online :

- On your portal, the appointment will show up on your dashboard message.
- When it time for your appointment to start, the Video Consultation prompt will appear on your screen that is shown on slide # 25.

![](_page_30_Picture_5.jpeg)

![](_page_31_Picture_0.jpeg)

- 3. <u>Request an appointment</u>:
- When a provider is not online or does not have scheduled availability you are able to request an appointment with that specific provider.
- Click Request Appointment

![](_page_31_Picture_5.jpeg)

![](_page_32_Picture_0.jpeg)

#### 3. <u>Request an appointment</u>:

- When a provider is not online or does not have scheduled availability you are able to request an appointment with that specific provider.
- Choose the **Appointment desired date**
- The **Ideal time for your visit** which is either Morning, Afternoon, or Evening.
- Type in your **Best number for contact**
- State your Reason for Appointment
- Add your **Preferred method** of how you would like your appointment: **Phone** or **Video** or which ever option they have that is **First Available**.
- Click Request Appointment

![](_page_32_Picture_10.jpeg)

![](_page_33_Picture_0.jpeg)

#### 3. <u>Request an appointment</u>:

- On the top of your dashboard, the statement appears that your **Request** was sent successfully
- The request is sent to a HSS representative in our call center who will contact the Physician and schedule the appointment based on the providers availability.
- The HSS representative will get in touch with you by phone to let you know the appointment is scheduled. After, the appointment is confirmed you will then receive a confirmation email as well.

IDLIVE				
Dashboard	Find a Provider	My Health	Message Center	Help & Support
		Request s	ent succesfully	
Mike M	arino's Dashboa	Ird	_	
	Find a Provider			
	Find a Provider Find a provider and make	an appointment by vie	deo or phone.	
	Find a Provider Find a provider and make Provider type	an appointment by vie My location	deo or phone.	

# **MDLIVE PORTAL:** Message Center

MDLIVE

You may use the message center to:

- Follow up with the doctor that you had a consult with.
- Ask a doctor for medical advice.

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Shboard	Find a Doctor	My Health	Message Cer	nter Help & Su	pport	Matthew Jerry 🔻
	My Messages			Ask Medical Advice	>	
Ask Medical Adv	ice I medical advice is not	intended for use in	a medical emergency	or for medical treatment	nt. If you suspect y	you have a medical
Ask Medical Adv MDLIVE E-ma emergency pla To:	ice I medical advice is not ease call 911 or go to a Medical Advice	intended for use in an emergency room	a medical emergency immediately. MDLIVE	or for medical treatmen medical advice e-mails	nt. If you suspect y s are answered wit	you have a medical hin 24 hours.
Ask Medical Adv MDLIVE E-ma emergency ple To: Subject:	ice I medical advice is not rase call 911 or go to a Medical Advice 💌	intended for use in an emergency room	a medical emergency immediately. MDLIVE	or for medical treatmen medical advice e-mails	nt. If you suspect y are answered wit	you have a medical hin 24 hours.
Ask Medical Adv MDLIVE E-ma emergency ple To: Subject:	I medical advice is not ase call 911 or go to a Medical Advice 💌	intended for use in an emergency room	a medical emergency immediately. MDLIVE	or for medical treatmen medical advice e-mails	nt. If you suspect y s are answered wit	you have a medical hin 24 hours.
Ask Medical Adv MDLIVE E-ma emergency ple To: Subject:	I medical advice is not ase call 911 or go to a Medical Advice 💌	intended for use in an emergency room	a medical emergency immediately. MDLIVE	or for medical treatmen medical advice e-mails	nt. If you suspect y s are answered wit	you have a medical hin 24 hours.
Ask Medical Adv MDLIVE E-ma emergency ple To: Subject:	I medical advice is not ase call 911 or go to a Medical Advice 💌	intended for use in an emergency room	a medical emergency immediately. MDLIVE	or for medical treatmen medical advice e-mails	nt. If you suspect y	you have a medical hin 24 hours.
Ask Medical Adv MDLIVE E-ma emergency ple To: Subject:	I medical advice is not ase call 911 or go to a Medical Advice v	intended for use in an emergency room	a medical emergency immediately. MDLIVE	or for medical treatmen medical advice e-mails	nt. If you suspect y	you have a medical hin 24 hours.
Ask Medical Adv MDLIVE E-ma emergency ple To: Subject:	I medical advice is not ase call 911 or go to a Medical Advice •	intended for use in an emergency room	a medical emergency immediately. MDLIVE	or for medical treatmen medical advice e-mails	nt. If you suspect y	you have a medical hin 24 hours.
Ask Medical Adv MDLIVE E-ma emergency plo To: Subject:	I medical advice is not ase call 911 or go to a Medical Advice •	intended for use in an emergency room	a medical emergency immediately. MDLIVE	or for medical treatmen medical advice e-mails	nt. If you suspect y	you have a medical hin 24 hours.

![](_page_35_Picture_0.jpeg)

# **THANK YOU!**

![](_page_35_Picture_2.jpeg)