

A “How To” guide for MIA Members booking site visits

1. Download and open the MIA App

If not already downloaded - [Get the app here](#)

Sign in with your email address and card number

If you have forgotten your card number or are unsure of your login details or need an account, contact

help@miaweb.co.uk



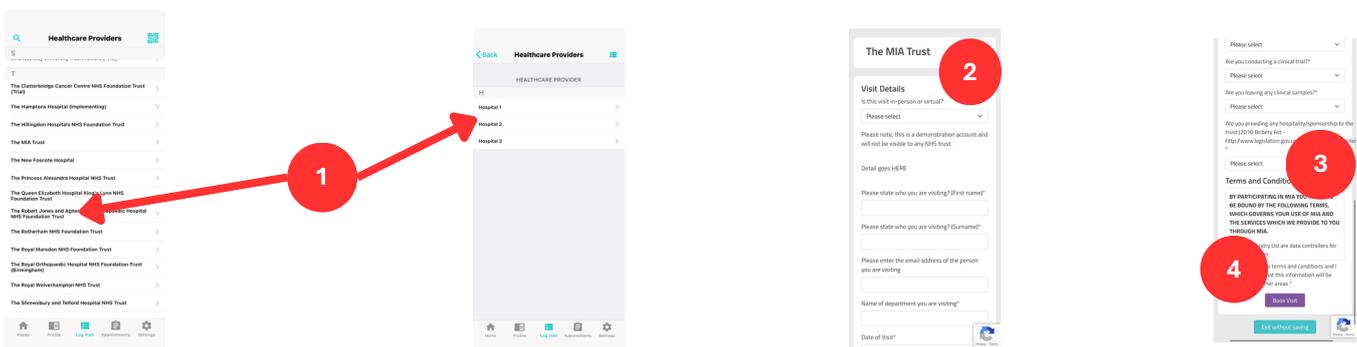
2. The Home page



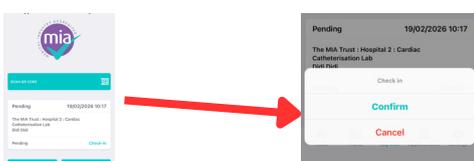
1. Scan QR code - This allows you to scan a QR code to check-in and out for site visits.
2. My appointments - This allows to check your current visits and book new ones
3. My card - This will show you an electronic copy of your card and profile.
4. About MIA - This is an overview of MIA and who we are.

3. Book Appointment

1. Select the healthcare establishment from the drop down list, the site and department you will be visiting
2. Simply complete the site visit form regarding the nature of your visit.
3. Read any associated policy documents and tick the checkbox to sign for agreement.
4. Click “Book Visit” to record appointment.



5. Check-in and out



Use the MIA App to check-in and out for your visit by clicking “check-in” or “check out” on the home page of the App.

6. Help and Support

If you would like any help or support with the system, including any promotional materials or training sessions - please contact us at help@miaweb.co.uk and we will be very happy to help.