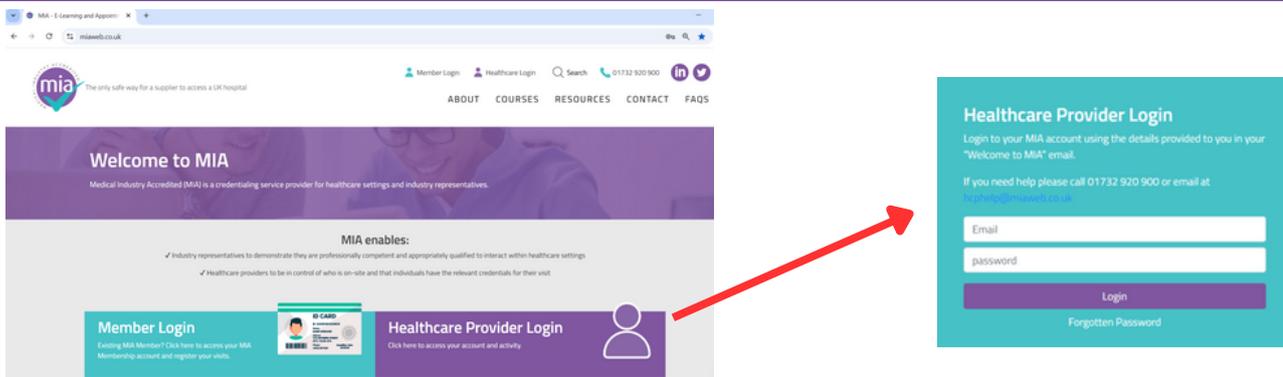


## A “How To” guide for Healthcare Teams using MIA

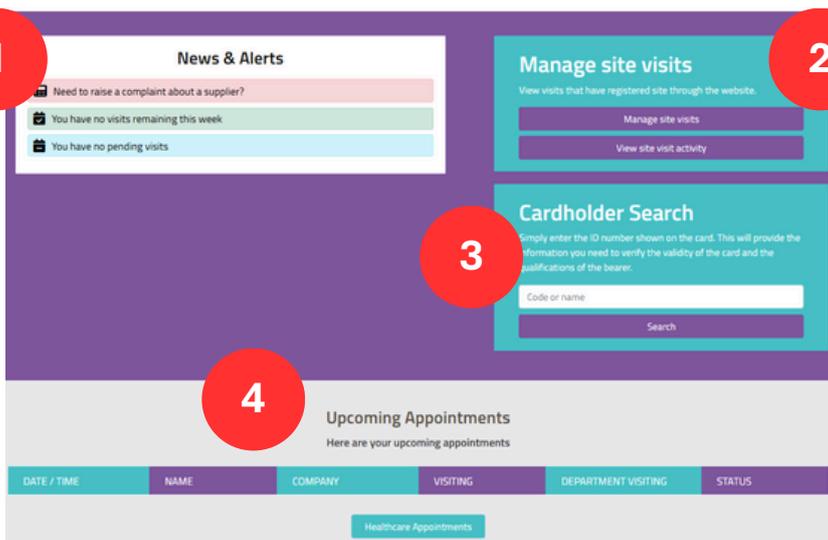
### 1. Visit [www.miaweb.co.uk](http://www.miaweb.co.uk) and click Healthcare Provider Login



Enter your email address and password to login to the system.

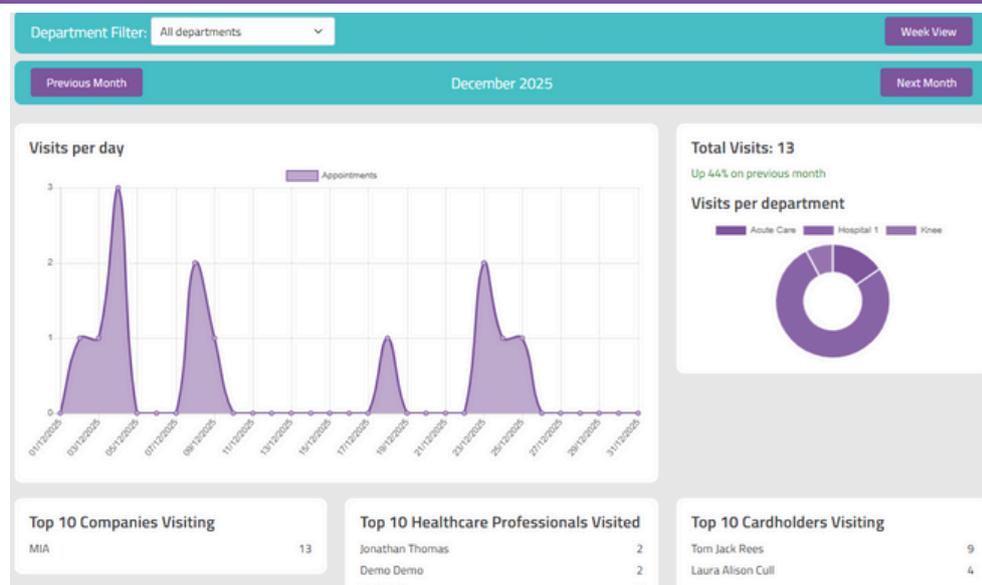
If you have forgotten your password, click 'Forgotten Password' to reset it. If you are unsure of your login details, contact [hcp@miaweb.co.uk](mailto:hcp@miaweb.co.uk)

### 2. The Home page



1. News and Alerts - A section to display site visit information along with a link to raise concerns about supplier conduct
2. Manage site visits - To view all recorded visits and see topline report data
3. Cardholder Search - Allows you to search through the MIA database for any registered cardholder
4. Upcoming Appointments - Overview of visits booked for the day

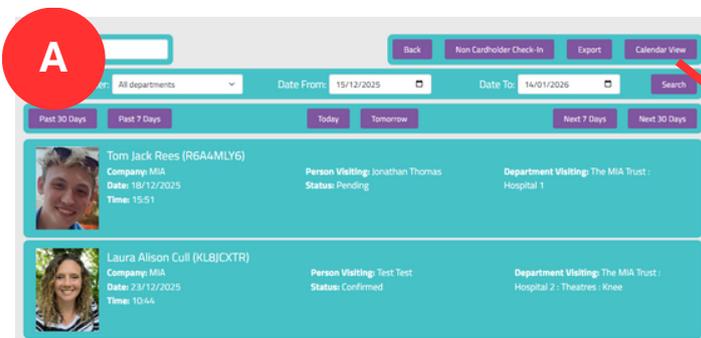
### 3. Topline Reports



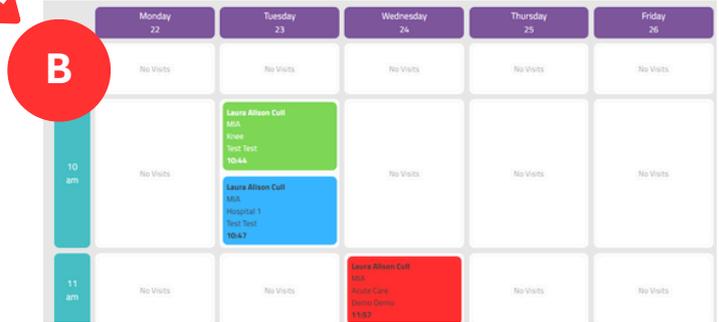
The Site Visit Activity page shows a topline report of site visit data.

This can be toggled between a week/month view and filtered by department.

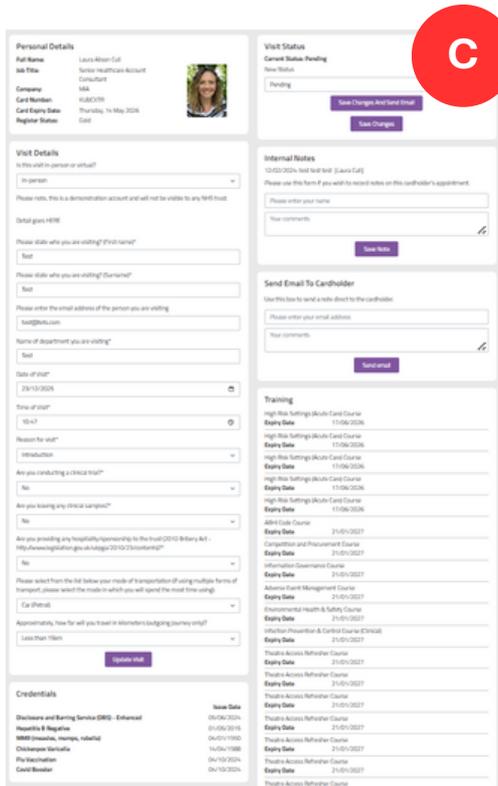
# 4 Manage Site Visits



The Manage Site Visits page opens in the list view below (A) but can be toggled into the Calendar View (B)



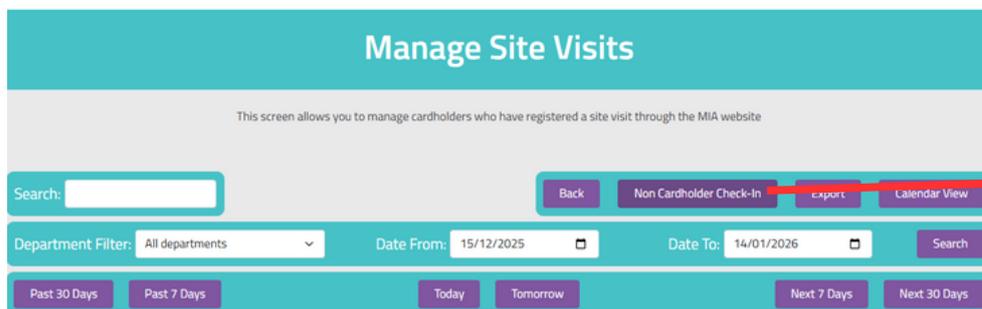
To view further information on a cardholders visit, simply click on the appointment and it will open (C)



On this screen you can view:

- Cardholder information
- Site visit details
- Credential information
- Training information
- Email the cardholder
- Record information on a cardholder visit
- Update site visit status

# 5. Non cardholder check-in



The non cardholder check-in function allows non MIA registered visitors to be recorded as visiting site.

# 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 [hcp@miaweb.co.uk](mailto:hcp@miaweb.co.uk) and we will be very happy to help.