


**USER GUIDE**  
**FOR**  
**MEDICAL PROFESSIONAL**

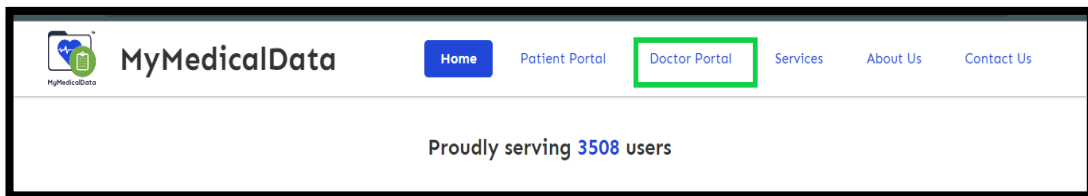


## Registration

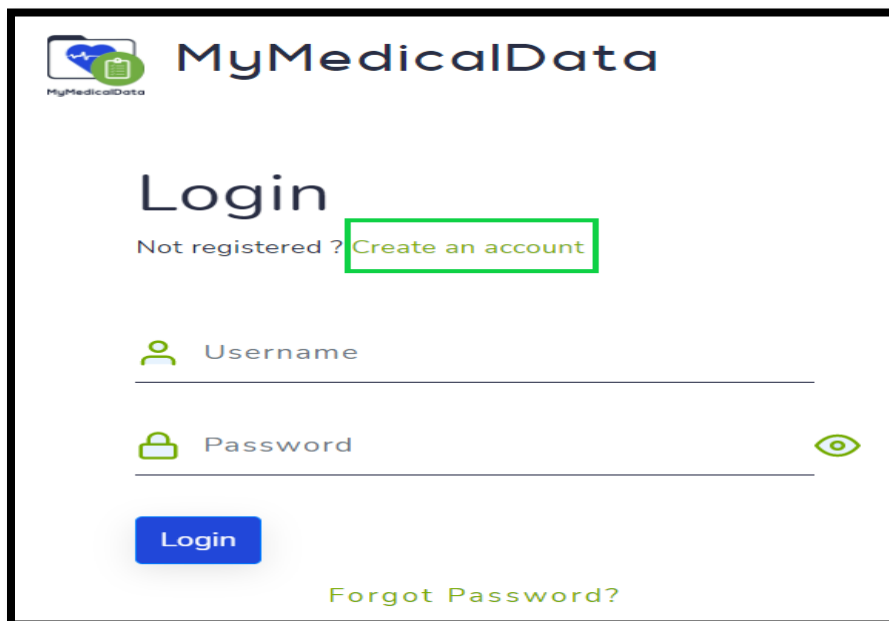
**Step 1:** Visit <https://www.mymedicaldata.co.in>



**Step 2:** Select **Doctor Portal**.



**Step 3:** Click on **Create an account**.



**Step 4:** Enter valid information.

**1 Username:**  
Enter your name with any random number.  
(e.g., Pareshpatel55)

**3 Mobile Number:**  
Enter your ten digits Valid Mobile Number.  
(e.g., 8238XXXX53)

**6** Click the Checkbox  
 I agree to the terms and condition

**2 Email ID:**  
Enter your email address.  
(e.g., patelxxxxx32@gmail.com)

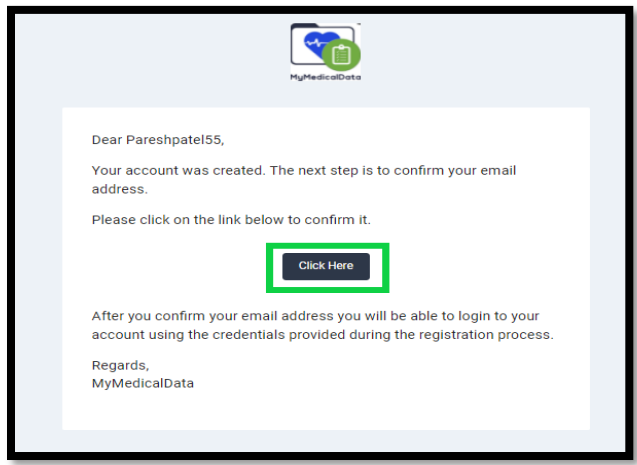
**4 Password:**  
Enter your desire password,  
(e.g., @Th1goa!)  
**Note:** Password should have minimum 6 character which contain at-least 1 Uppercase, 1 Lowercase, 1 Numeric and 1 Special Character.)

**5 Confirm Password:**  
Enter the same information you have entered in above Password field.  
(e.g., @Th1goa!)

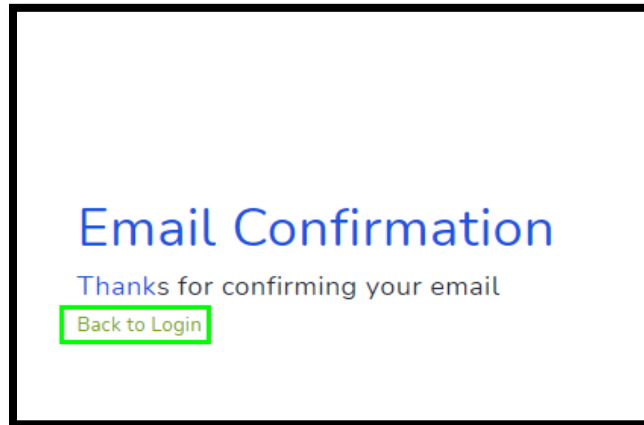
Click **"GET STARTED"**.

"A confirmation email has been sent to the valid email address you entered."

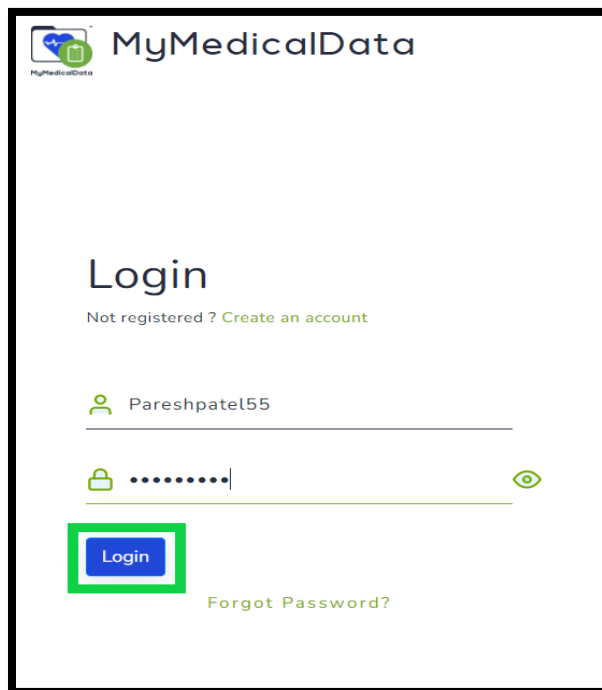
**Step 5:** Open your email > click on **MyMedicalData Verify Your Email** and hit **"Click Here"** Button.



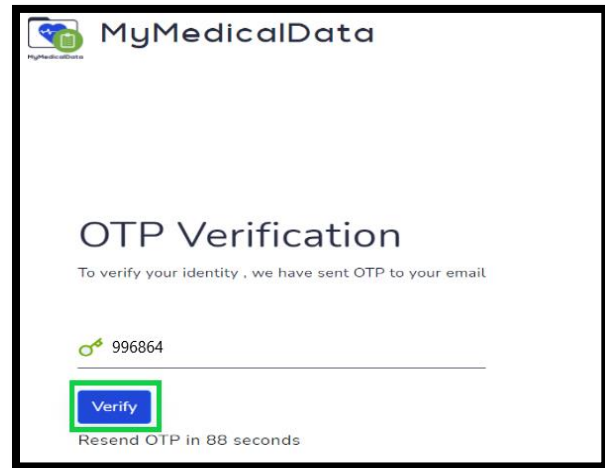
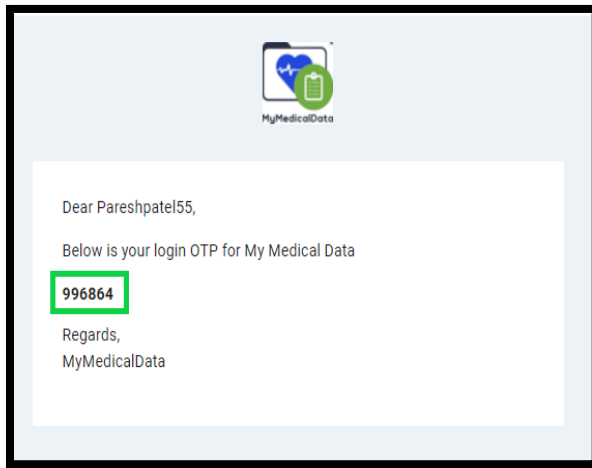
**Step 6:** Click on “Back to Login” link.



**Step 7:** Log in with the set credentials.  
(e.g., Username: Pareshpatel55) and (e.g., Password: @Th1goa!)

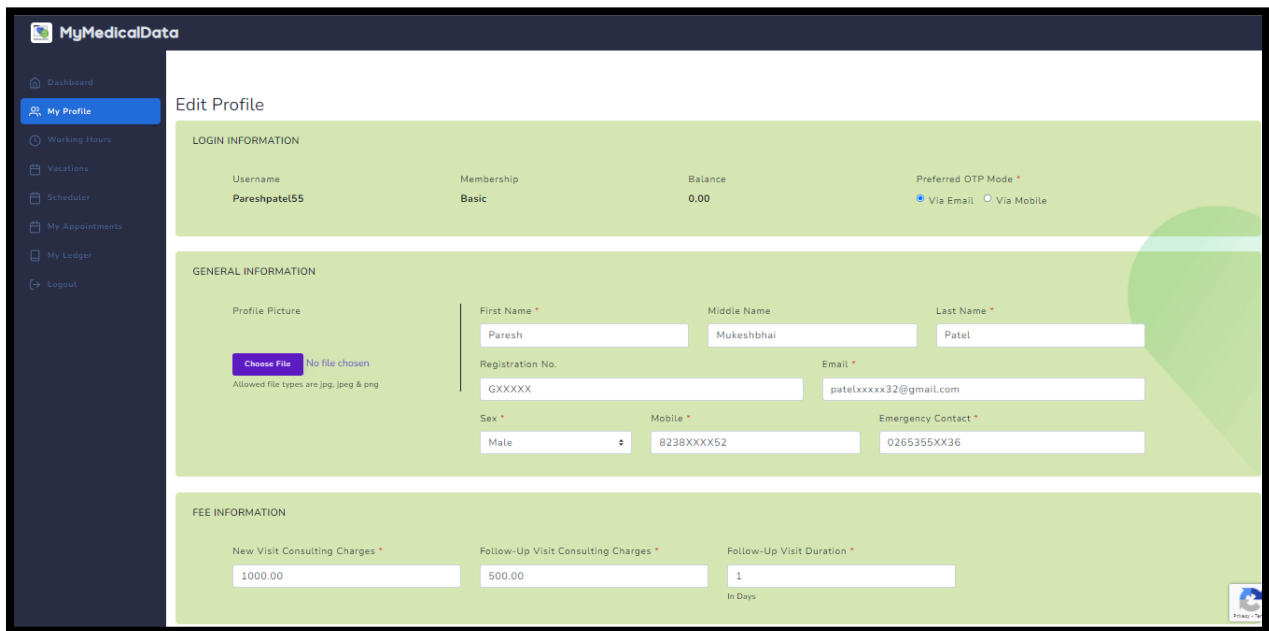


**Step 8:** Enter OTP received to your e-mail and Click on the **“Verify”** Button.



OTP resend link get activated in 90 seconds.

**Step 9:** Enter General, Fees, Address and Professional Information.



If you are visiting multiple clinics/hospitals, click the Add New Address button and enter the details.

**MyMedicalData**

Dashboard  
**My Profile**  
 Working Hours  
 Vacations  
 Scheduler  
 My Appointments  
 My Ledger  
 Logout

### ADDRESS INFORMATION

Select Premises Type \*  Phone \*

Business Name \*  Address Line 2

Address Line 3  Address Line 4

Address Line 3  Address Line 4

State \*  City \*  Postal Code \*

Country \*

[Add New Address](#)

Doctor can select multiple specialties.

**MyMedicalData**

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### PROFESSIONAL INFORMATION

Speciality \*

- Accupuncturist
- Andrologist
- Ayurvedic Practitioner
- Cardiologist
- Critical Care Medicine Specialists
- Diabetician
- Emergency Room (ER) Doctors
- Epidemiologist
- General Physician
- Geriatrician
- HIV/Infectious disease specialists
- Immunologist
- Internal Medicine Specialist
- Medical Geneticist
- Neonatologist
- Neurosurgeon
- Obstetrician/Gynecologist (OB/GYN)
- Ophthalmologist
- Paediatrician
- Pathologist
- Periodontist
- Physiotherapist
- Psychiatrist
- Registered Massage Therapist
- Spinal Cord Injury Specialist
- Thoracic Surgeon
- Allergist
- Anesthesiologist
- Cardiac Electrophysiologist
- Chiropractor
- Dentist
- Diagnostician
- Endocrinologist
- Family Medicine Physician
- General Practitioner
- Gynaecologist
- Homeopathic Doctor
- Infectious Disease Specialist
- Maxillofacial Surgeon / Oral Surgeon
- Microbiologist
- Nephrologist
- Nuclear Medicine Specialist
- Occupational Medicine Specialist
- Orthopedic Surgeon / Orthopedist
- Palliative Care Specialist
- Pediatrician
- Psychiatrist
- Plastic Surgeon
- Pulmonologist
- Rheumatologist
- Sports Medicine Specialist
- Urologist
- Anaesthesiologist
- Audiologist
- Cardiac Surgeons
- Colon and Rectal Surgeons
- Dermatologist
- Dietitian
- ENT Specialist
- Gastroenterologist
- General Surgeon
- Hepatologist
- Hyperbaric Physician
- Intensivist
- Medical Examiner
- Neuropathic Doctor
- Neurologist
- Nutritionist
- Oncologist
- Otolaryngologist
- Parasitologist
- Perinatologist
- Physiologist
- Podiatrist / Chiropodist
- Radiologist
- Sleep Disorders Specialist
- Surgeon
- Vascular Surgeon

Years of Practice  No. of Surgeries/Operations Done  Operation Success Ratio

Number of Awards

[Privacy Policy](#)

**MyMedicalData**

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Years of Practice  No. of Surgeries/Operations Done  Operation Success Ratio

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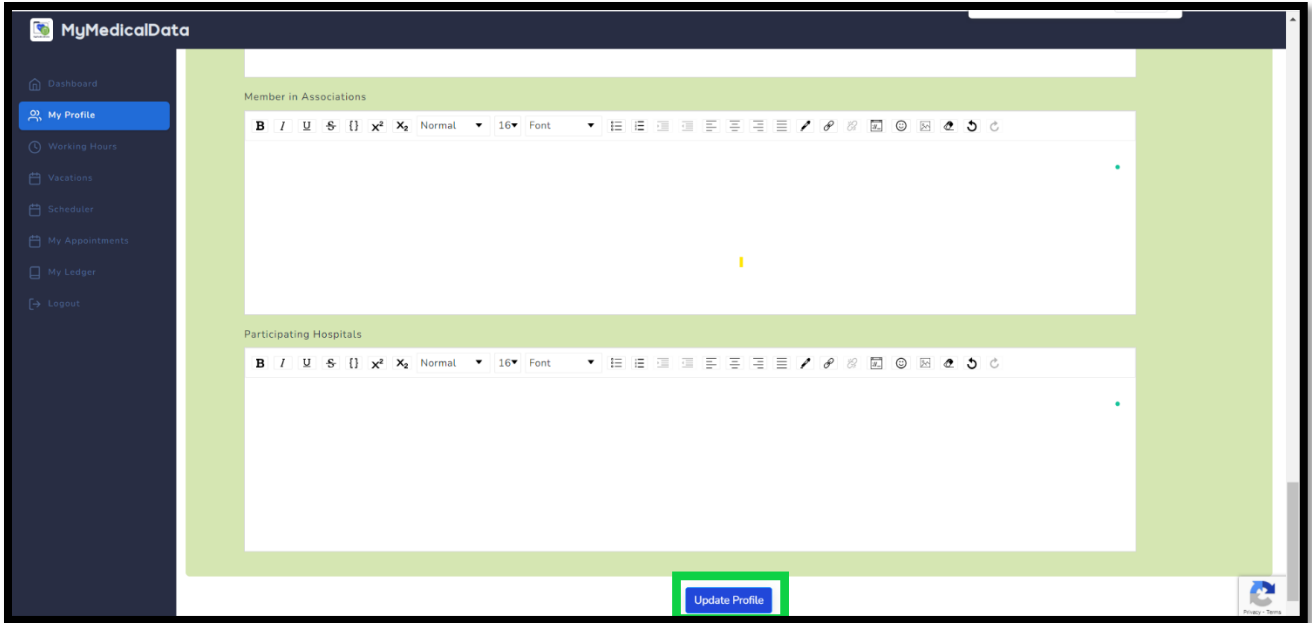
Education

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Describe Your Speciality

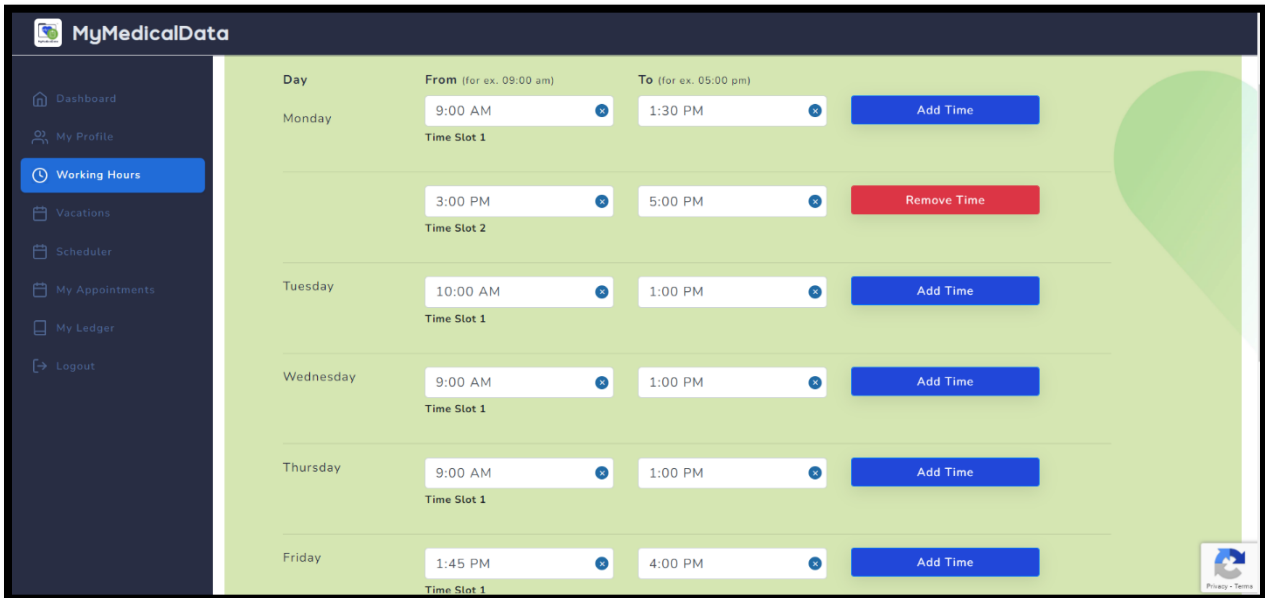
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Click on **“Update Profile”** Button.

**Step 10: - Working Hours:** You can add multiple OPD timings each day by clicking the **Add Time** button.



Add **appointment duration** and the **Time Gap** between two appointments.

The screenshot shows the 'Working Hours' configuration page in the MyMedicalData application. The interface includes a sidebar with navigation options: Dashboard, My Profile, Working Hours (selected), Vacations, Scheduler, My Appointments, My Ledger, and Logout. The main content area displays the working hours for three days: Friday, Saturday, and Sunday. For Friday, the time slot is set from 1:45 PM to 4:00 PM. For Saturday and Sunday, the time slots are currently blank, with 'Select Time' buttons. Below the daily settings, there are two dropdown menus: 'Appointment Duration' set to 15 and 'Gap Between Each Appointment' set to 05. A blue 'Update' button is located at the bottom center of the configuration area and is highlighted with a green rectangular box.

Click on the **“Update”** button.

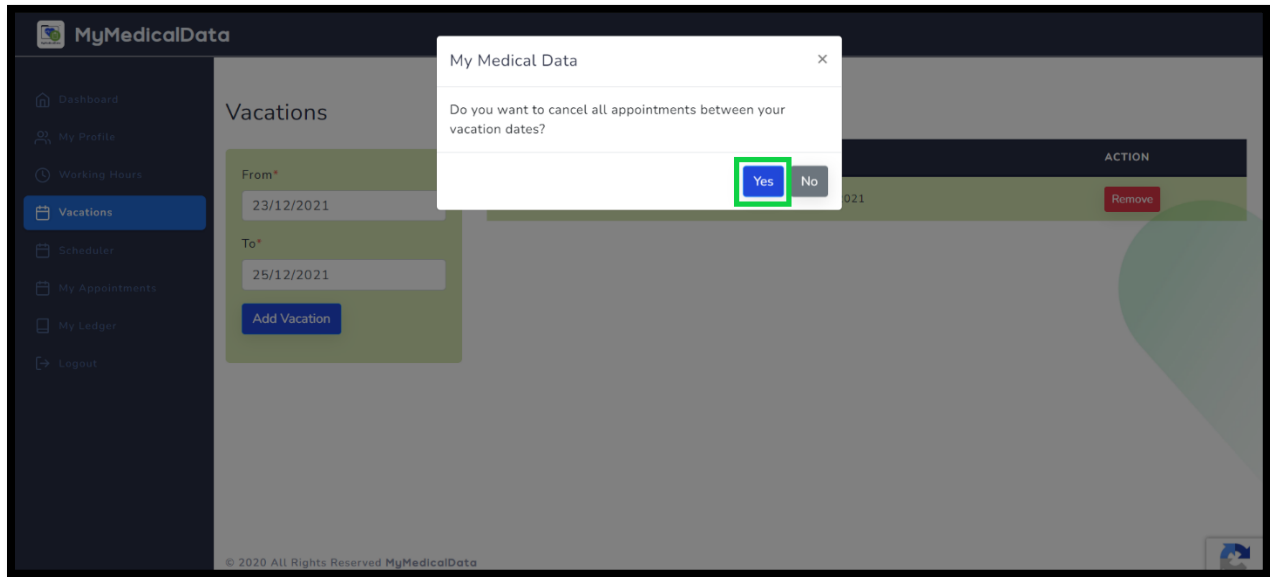
**Step II: - Vacations:** Doctors can add start and end dates to avoid appointments during vacation.

The screenshot shows the 'Vacations' configuration page in the MyMedicalData application. The sidebar is the same as in the previous screenshot, with 'Vacations' selected. The main content area features a form on the left for adding a new vacation, with fields for 'From\*' (Select date), 'To\*' (Select date), and an 'Add Vacation' button. To the right, there is a table listing existing vacations. The table has three columns: 'FROM', 'TO', and 'ACTION'. One vacation is listed with a start date of 23/11/2021 and an end date of 25/11/2021, with a red 'Remove' button in the 'ACTION' column.

FROM	TO	ACTION
23/11/2021	25/11/2021	Remove

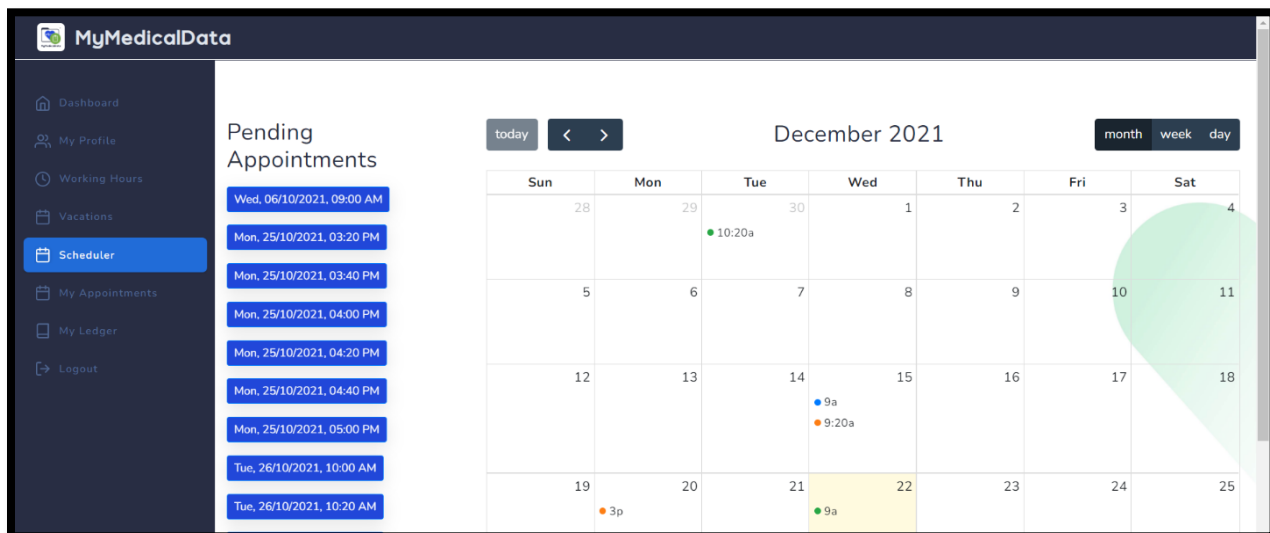


Appointments made during the vacation period will also be cancelled by clicking **Yes**.

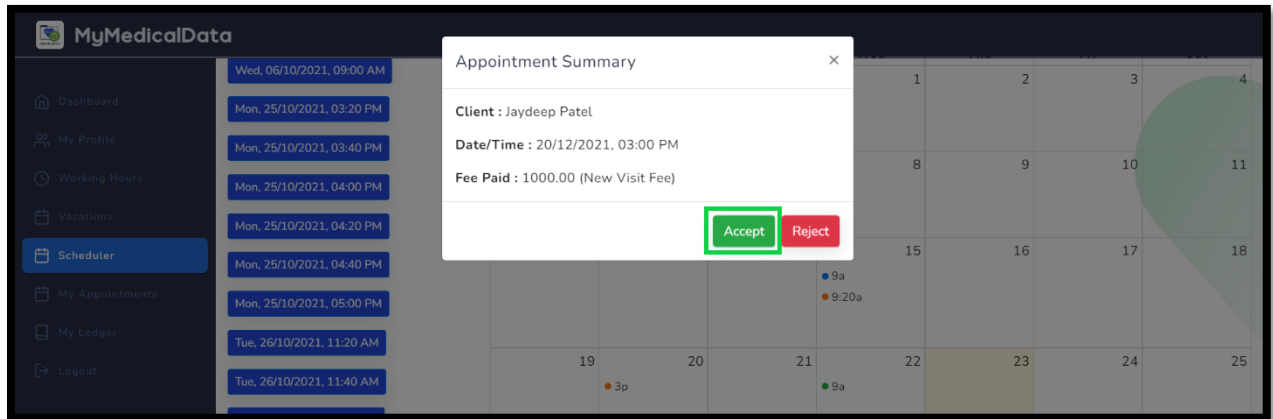


**Step 12: Scheduler** display the pending appointments.

The calendar shows **Pending**, **Accepted**, and **Completed** appointments with **Orange**, **Green**, and **Blue** dots, respectively.

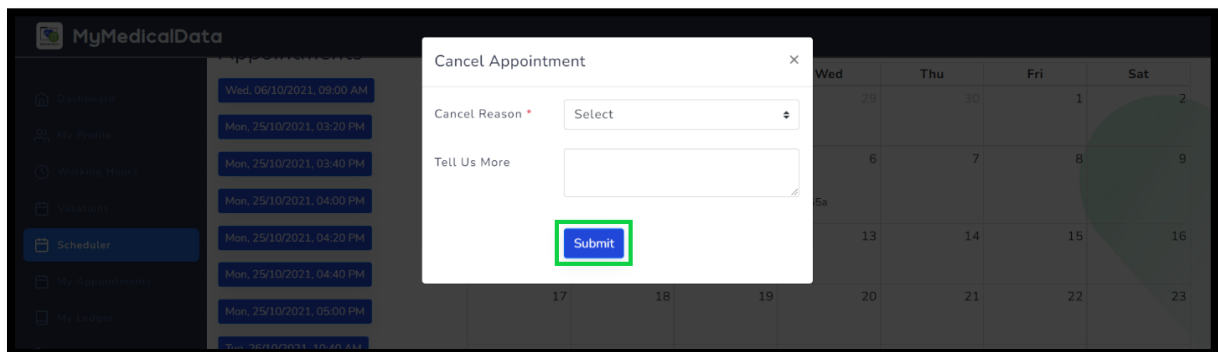
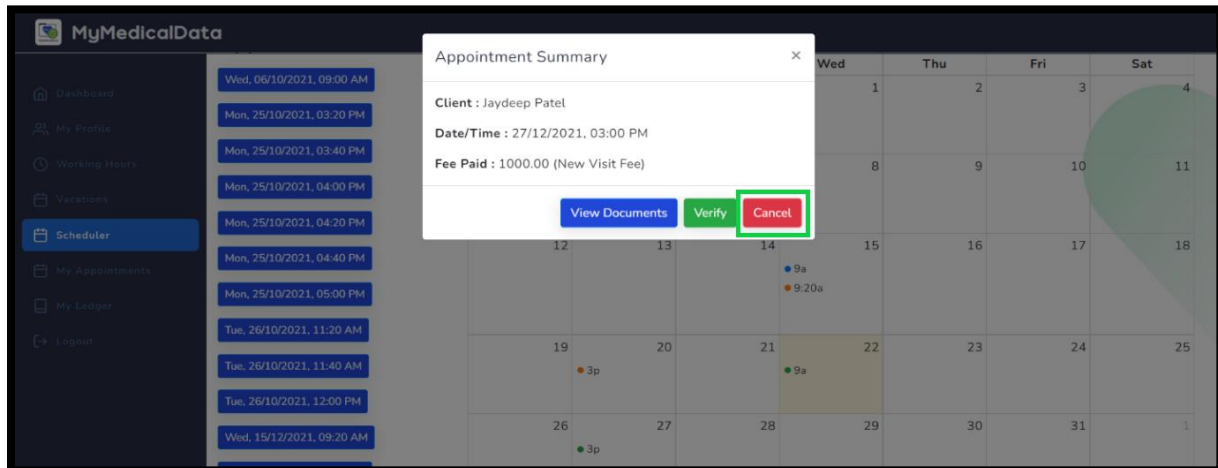


Click the orange/green dot to perform appointment management Accept/Reject.

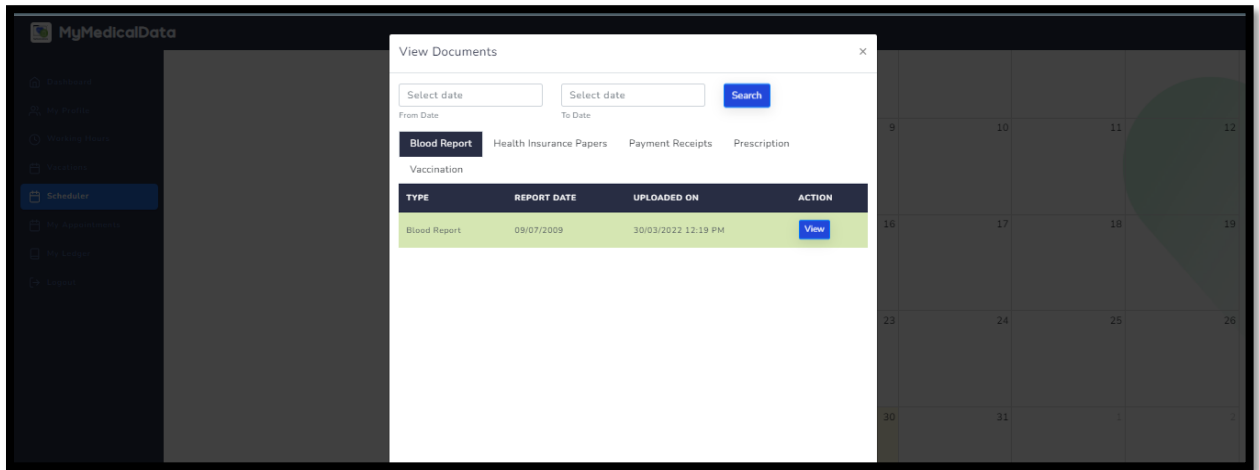
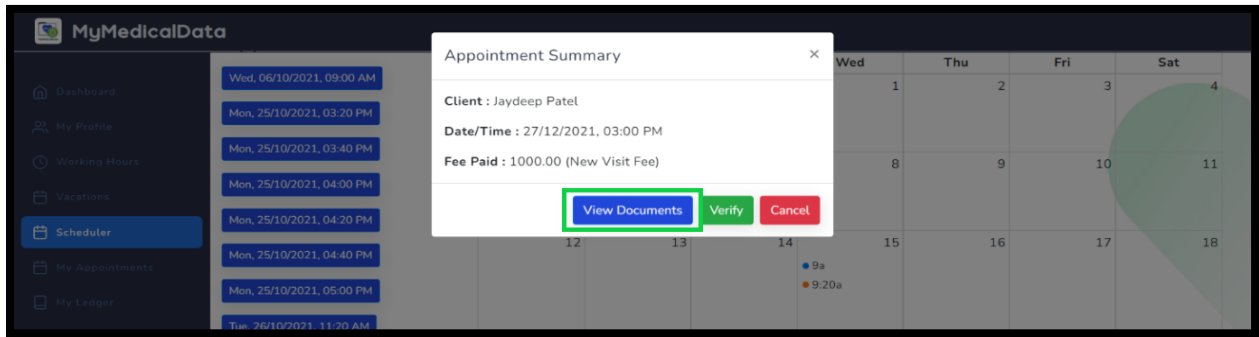


### **Accepted appointments Features:**

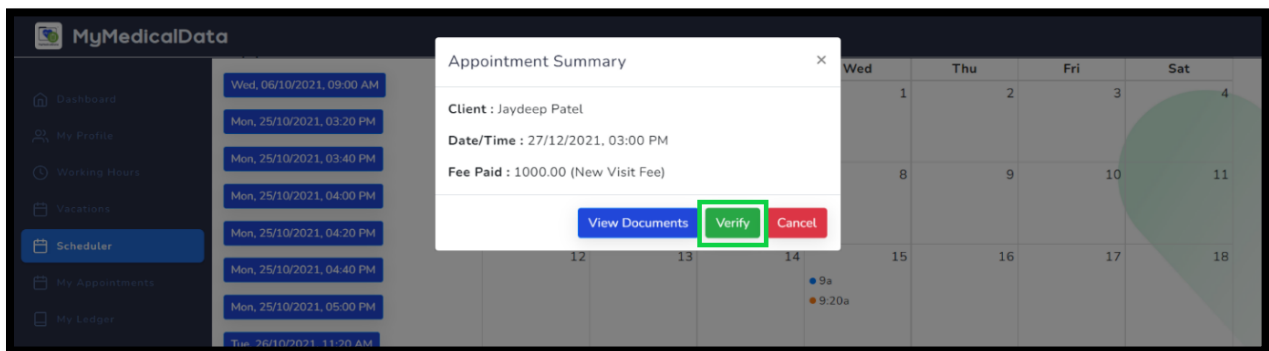
**Cancel:** To confirm that the doctor wants to cancel the accepted appointment.

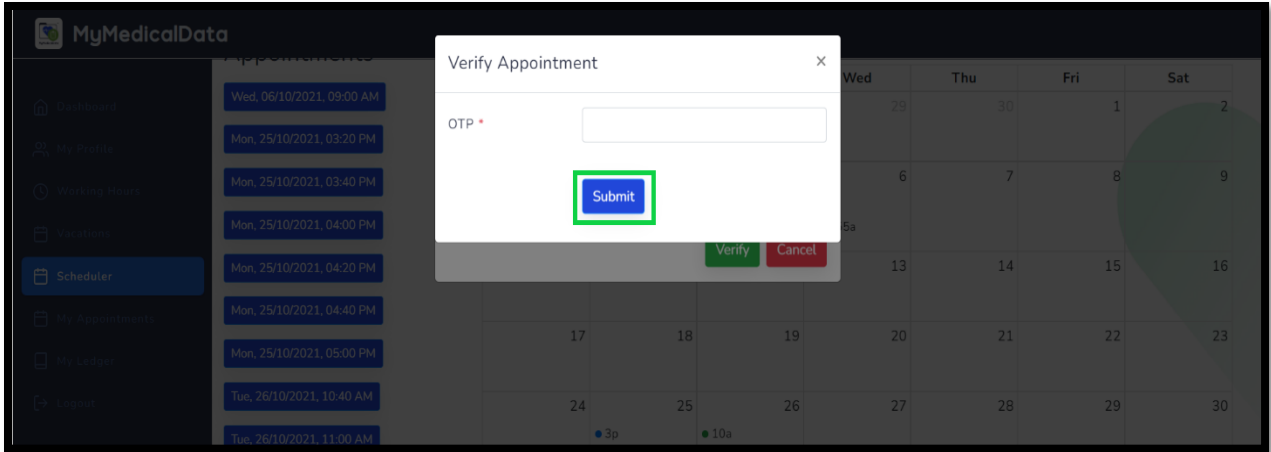


**View Document:** To access the patient's medical history.

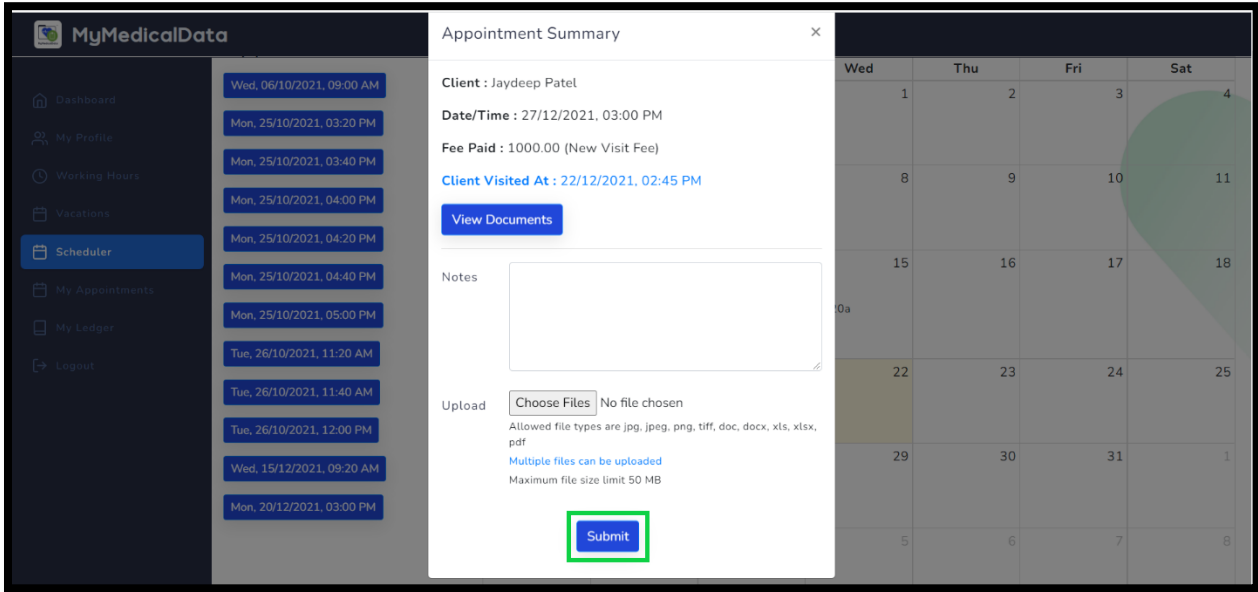


**Verify:** Patient verification must be done by entering the OTP shared by the patient.





Doctors can write patient notes and upload prescriptions for future reference.



At the end of the consultation, click the **Submit** button.

**Step :13 My appointment** is used to check the status of your appointment and generate reports.

**My Appointments**

Export To CSV Export To PDF

Search By:  Dates  Year

From Date:  To Date:

Client:

Status:

DATE/TIME	WITH	OTP	STATUS
Mon, 27 Dec 2021, 03:00 PM	Jaydeep Patel	182260	COMPLETED
Mon, 27 Dec 2021, 03:00 PM	Jaydeep Patel	331541	REJECTED
Wed, 15 Dec 2021, 09:20 AM	Jaydeep Patel		PENDING
Wed, 22 Dec 2021, 09:00 AM	up p	854367	ACCEPTED
Tue, 30 Nov 2021, 10:20 AM	Jaydeep Patel	371009	ACCEPTED
Tue, 30 Nov 2021, 10:00 AM	Jaydeep Patel	431000	REJECTED
Wed, 24 Nov 2021, 10:00 AM	Jaydeep Patel		REJECTED

**Step: 14 My ledger** confirms your financial overview.

**My Ledger**

Total Available Balance: **5400.00**

Export To CSV Export To PDF

Search By:  Dates  Year

From Date:  To Date:

Client:

DATE	WITH	TYPE	DATE	DEBIT	CREDIT	BALANCE
22/12/2021	Jaydeep Patel	Processing Fee	27/12/2021	100.00		5400.00
22/12/2021	Jaydeep Patel	Appointment	27/12/2021		1000.00	5500.00
19/11/2021	Jaydeep Patel	Processing Fee	15/12/2021	100.00		4500.00
19/11/2021	Jaydeep Patel	Appointment	15/12/2021		1000.00	4600.00
19/11/2021	Jaydeep Patel	Processing Fee	24/11/2021	100.00		3600.00
19/11/2021	Jaydeep Patel	Appointment	24/11/2021		1000.00	3700.00
22/10/2021	Jaydeep Patel	Processing Fee	25/10/2021	100.00		2700.00