



African Healthcare Resource

Step by step guide: Adding members to your practice or medical centre

After you have completing registering your practice / medical centre, it is time to get your members to join. This is optional but it will enhance your profile. Voucher codes for members are provided as part of your registration fee. These vouchers codes are emailed to you after you have completed the registration process.

Number of voucher allocated:

There are a limited amount of member vouchers included in your practice or medical centre registration:

- Small: 3 vouchers
- Medium: 5 vouchers
- Large: 10 vouchers
- Enterprise: As per request

Why add members to your profile?

- Increased credibility to your profile
- Showcase members working at the practice
- Add new members when they join and remove members who leave through our linking process
- Each member is responsible for keeping their own information up to date
- Voucher codes are reissued to new members if a member leaves (Valid for the remainder of the registration period).

Benefits to members:

- Members have control over their own data
- Members can easily link to the practice
- Members can delink from the practice if they leave
- Member registration fee is covered by the practice with a voucher code





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Step
1

Provide members with the voucher code and registration instructions.

- **Method 1: Email**

Send your members the voucher code provided to you via email

- **Method 2: Admin Page**

- Profile box: Select add practice members
- Enter members email address and then select send.
- Repeat this for each member

Step
2

Confirm members in your admin page

After they have registered you will be sent a notification that they have registered. Verify that the member is part of your practice / medical centre and accept their request in the admin page.

- Linked profiles: View requests to be added to the practice profile
- Accept or decline member

Registration instructions for your practice members

(This is emailed to them when you send them the voucher code via the admin page)

1. Obtain the voucher code from the practice / medical centre
2. Select Healthcare Practitioner as your registration type
3. Package Options: Select Join through a practice
4. Complete Brief Profile
5. Complete Full Profile (Optional)
6. Payment Options: Select Practice Voucher Payment
7. Enter Voucher Code as your payment. The payment has been made by the practice on your behalf.

