

Step 3: Accessing your Library

Information about managing your health is stored in your Library. Within this section you can add new websites and discuss the links with a Healthcare Provider [HCP].

1. Navigate to the 'Quick Access Buttons' on the Home screen (See previous page for details). Then click on 'Treatments'.

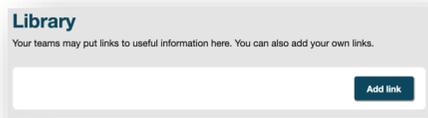


2. A drop down menu will appear - Highlight the 'Library' option and click on the 'Library' icon.
3. To view a website or Patient Information Leaflet - Highlight over the required link and click to open it.

Step 4: Adding a new website into your library

Within the Library section - scroll to the top of the page to locate the 'Add Link' button.

NOTE: All fields marked with a (*) are mandatory.

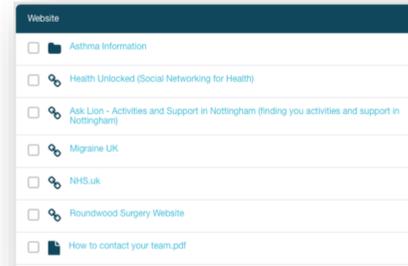


1. Click on the 'Add Link' Button.
2. Enter a description within the box provided.
3. Enter a URL (web address) within the box provided (e.g http://www.nhs.uk).
4. Choose the 'Privacy Setting' you require.
5. Finally, click on 'Save'.

Step 5: Accessing your Practice/Team Library Information

From within the library, you will see the information provided by the services you're sharing with. The information will show either directly in the library as a link, or within subfolders created by your Healthcare Provider.

Services such as web-links, leaflets, letters and any other information provided will all be accessible within this area.



Step 6: Discussing a website or Patient Information Leaflet with a Healthcare Provider [HCP].

1. Within the Library section, select the web-link or Patient Information Leaflet you want to discuss with the HCP by ticking the box next to the link as shown below:



2. Click on the 'Discuss' Button located at the bottom of the screen - A 'Send a Message' screen will appear.



2. Choose the person you want to discuss your selection within from the 'To' dropdown.
3. Enter a 'Subject' and a short message in the boxes ensuring the link isn't deleted within the message box. Attach a file if necessary in the 'Attach file' Section.
4. 'Choose Privacy' and then finally, click on 'Send'.



PATIENTS KNOW BEST[®]
MANAGE YOUR HEALTH

Logging into the PKB System

&

Accessing your Library

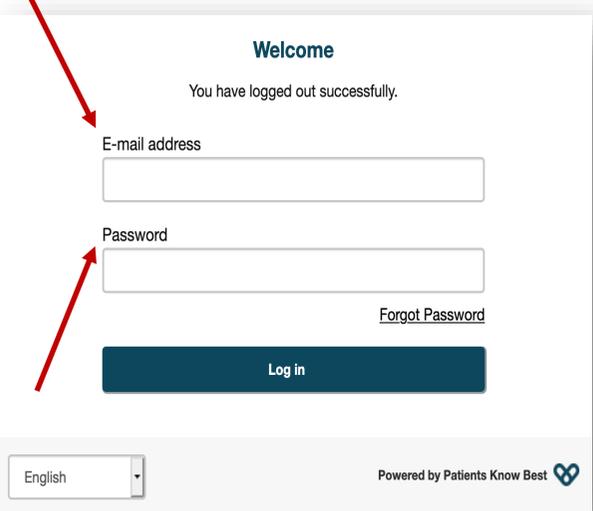
Patient User Guide

Step 1: Logging into PKB

When your practice creates your PKB account they will send you an email containing a link to activate your account. If you have not been invited, please contact your Practice to register.

Once registered, click on the link within your email to log in to PKB.

On the login screen - enter your **email address** and **password** :



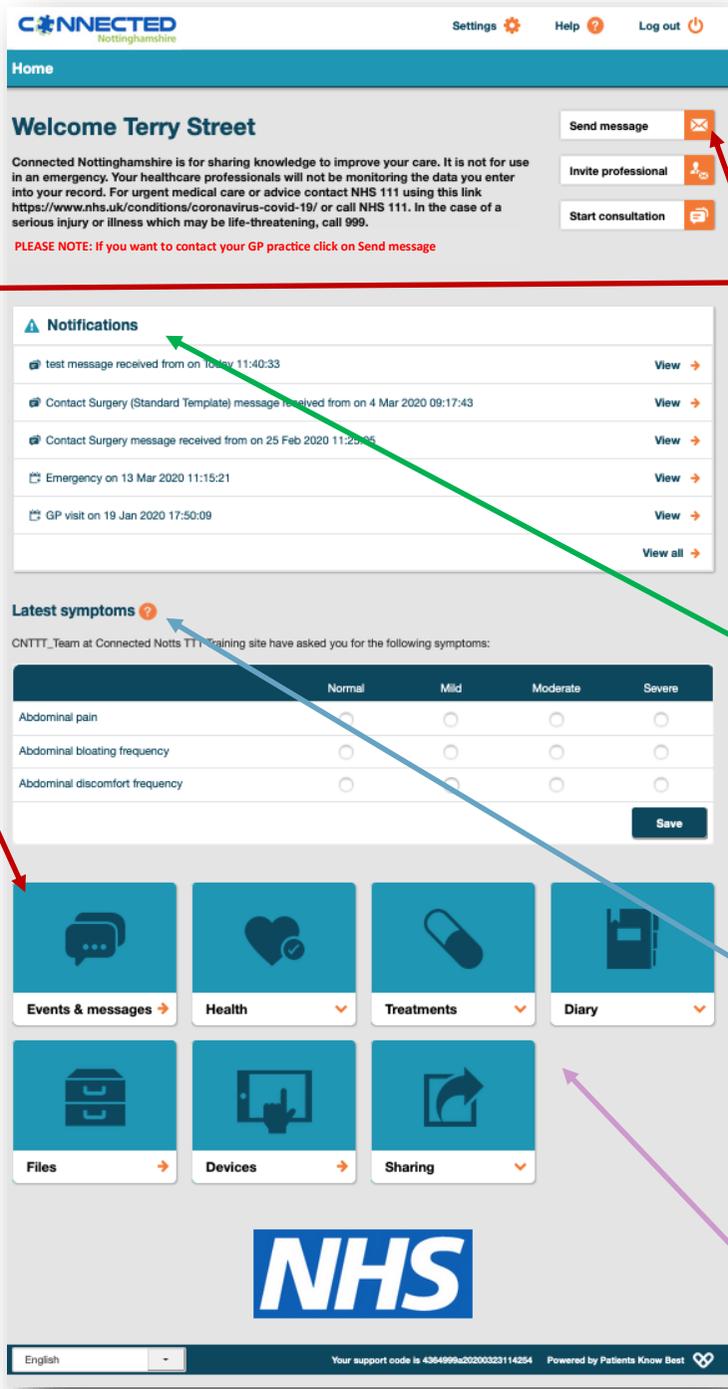
Once you have entered your details click on the **'Log in'** button to access your record.

Step 2: Navigating the Home Screen

Here you can view, browse and access a variety of options within your Personal Health Record. This includes:

- ◇ Sending secure messages to your healthcare providers
- ◇ Monitor your symptoms
- ◇ Invite other healthcare professionals to view your record
- ◇ Link other health devices to your record

and much more...



The Home Screen 'Quick-Guide'

The home screen is split into sections. These sections are split into the following four areas:

◇ **'Send Message'**: is used to send a secure message to your healthcare provider—this can be accessed from either the **Home Screen** or **Events & Messages** button.

(Please refer to the 'Sending a Secure Message' leaflet for details).



◇ **'Notifications'**: appear when a message has been created/ received or when you have received an update to your record, results, letters etc.

This can accessed from either the **Home Screen** or **Events & Messages** button.



◇ **'Latest Symptoms'**: Your healthcare provider may ask you to monitor your symptoms, this area is where you can self-monitor and record your symptoms.



◇ **'Quick Access Buttons'**: are where you can access the different sections of your record. The various buttons enable you to view results, self-register allergies, access medical leaflets and link you to various NHS websites.

