

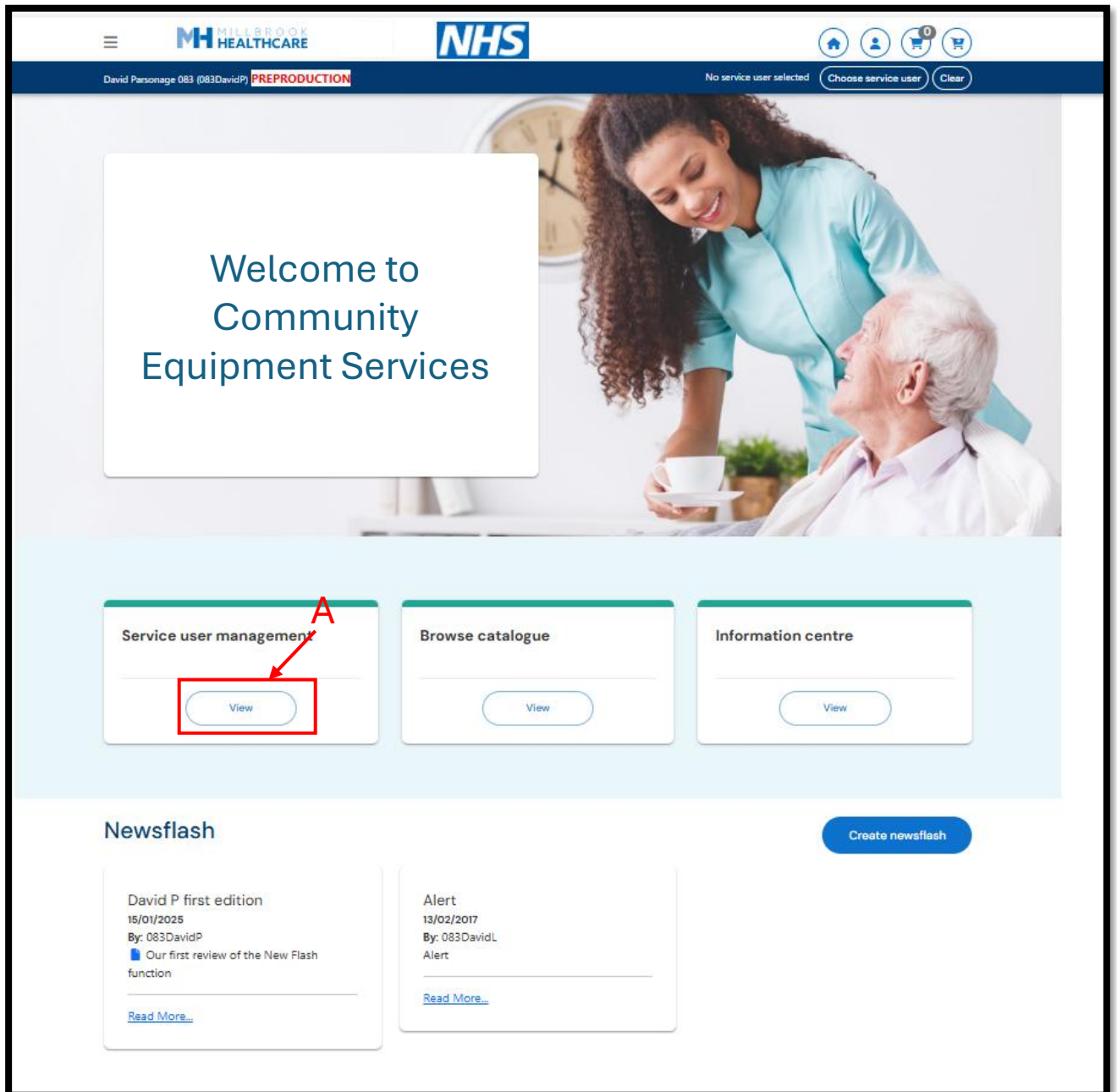


MILLFLOW

Prescriber Portal Guide

Adding pre-contract
equipment items

Adding pre-contract equipment items



Notes

A – Select SERVICE USER MANAGEMENT

Adding pre-contract equipment items

Search for service users

Service user ref

Forename

Surname

Service user ref

Forename

Surname

Advanced Options

Search

Notes

You have 2 default options

B – Input the Service user ID, if known

OR

C – Input Forename &/or Surname

D – When details input to fields A or B, then Click SEARCH

Adding pre-contract equipment items

Search for service users

Service user ref: Forename: Surname:

Advanced Options Add new service user Search

Results: 28 service users Found

Items per Page: 6

Ref: 100030343 Other Yimfrpp Pragmen Pykwoox Bkxaxie Inccioc MK43 OZA 21/12/1945 Select service user	Ref: 100049633 Other Uvrxbmf Prcjjsn Tavphrg Nsnbmtv Lhbmuca PH13 9AN dd/mm/yyyy Select service user	Ref: 100053454 MS Uahwbvl Pprkncx Xaixano Xlknwqu Ovyjdli CM20 9SE 05/10/1924 Select service user	Ref: 100056018 Other Iytprai Pirosym Xsilmbq Bymiqmi Opaktqr S66 IFP 06/09/1919 Select service user
Ref: 100056665 MRS Ygultmeh Prkqkqn Cacsyig Inragxb Mtyvtvw SL2 3PP 14/04/1940 Select service user	Ref: 100064872 Other Dtyutbp Prgmigd Pbdunai Pjxrji Solimyy HAB OPF 08/08/1922 Select service user		

First Previous Page 1 of 5 Next Last

Notes

E – Millflow will now return the closest matches to the search details input

You can now review all records returned by clicking on [Select service user](#) on each tile. Then select the correct client

Adding pre-contract equipment items

Mr David Parsonage More Information & Edit Client

Service user reference: 102708153

Service User details Other Contact Information

Date of birth
16/09/1970

Age
54 year(s) 4 month(s) 17 day(s) old.

Title
Mr

Address
1 Furtherwood Road
Oldham
OLI 2PA

Primary contact number
01234567890

Mobile phone number

Email

Automated Notifications Opt In
Yes

Delivery Collection Repair Peripheral Store Trusted Assessor

On-Site Equipment View

On-Site History View ✓

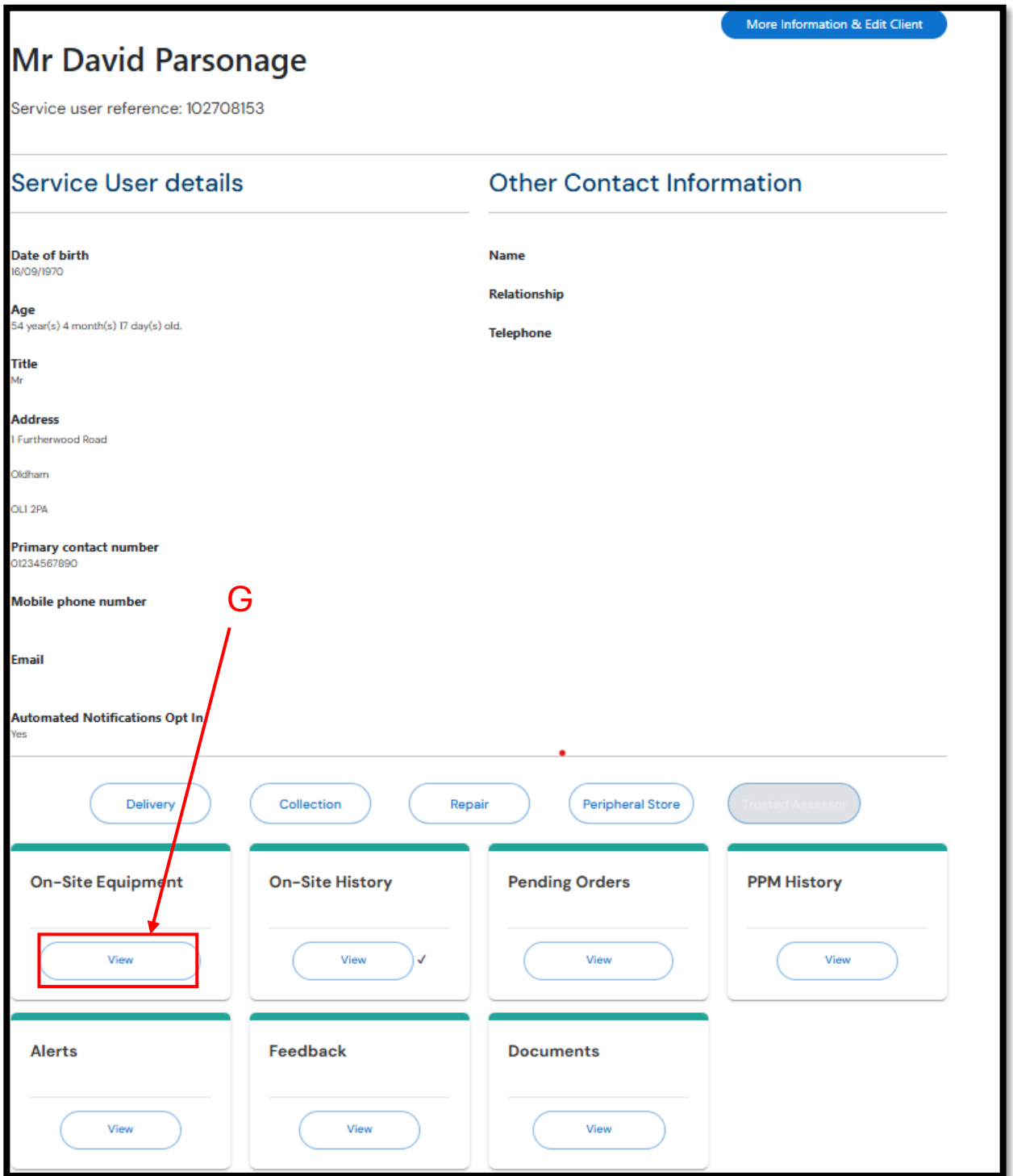
Pending Orders View

PPM History View

Alerts View

Feedback View

Documents View



Notes

G – Click on the ON-SITE EQUIPMENT button

Adding pre-contract equipment items

[More Information & Edit Client](#)

Mr David Parsonage

Service user reference: 102708153

Service User details

Date of birth
16/09/1970

Age
54 year(s) 4 month(s) 17 day(s) old.

Title
Mr

Address
1 Furtherwood Road

Oldham
OL1 2PA

Primary contact number
01234567890

Mobile phone number

Email

Automated Notifications Opt In
Yes

Other Contact Information

Name

Relationship

Telephone

Notes

G – Millflow returns you to the top of the SERVICE USER DETAILS screen above

Scroll down to the bottom of the screen to section below

Equipment On Site

[Add PCI](#)

Material	Stock Description	Delivered	Collected	Delivery No.	Collection No.	Review	Review Type	Loan
CES30200-0066	Bed - Ultimate 4 Section Cura Bed II - U...	04/02/2025	Not Collected	94802693	0	N/A	N/A	<input type="checkbox"/>
CES30202-0066	Bed - Grab Rail - Standard - UBEB7004	04/02/2025	Not Collected	94802693	63837861	N/A	N/A	<input type="checkbox"/>

[Extend Loan Period](#)

Adding pre-contract equipment items

The screenshot shows a web interface titled "Equipment On Site". In the top right corner, there is a blue button labeled "Add PCI" which is highlighted with a red rectangular box. A red arrow points from the letter "H" to this button. Below the header is a table with the following columns: Material, Stock Description, Delivered, Collected, Delivery No., Collection No., Review, Review Type, and Loan Period. The table contains two rows of data. At the bottom right of the interface, there is a blue button labeled "Extend Loan Period".

Material	Stock Description	Delivered	Collected	Delivery No.	Collection No.	Review	Review Type	Loan Period
CES30200-0066	Bed - Ultimate 4 Section Cura Bed II - U...	04/02/2025	Not Collected	94802693	0	N/A	N/A	<input type="checkbox"/>
CES30202-0066	Bed - Grab Rail - Standard - UBEB7004	04/02/2025	Not Collected	94802693	63837861	N/A	N/A	<input type="checkbox"/>

Notes

H – Click on the Add PCI button

Adding pre-contract equipment items

David Parsonage (083DavidP) **PREPRODUCTION** Ordering for: Mr David Parsonage Mr David Parsonage Clear

Add PCI items to equipment on site

[Back](#)

Add Precontract Items to Mr David Parsonage's Address.

Search product code/description

Address
Millbrook Healthcare Ltd Pirbright Road Gi

The following items will be added to patient location as pre contract items:

Do you want to add date and time for this pre contract order?

Yes
 No

[Add item\(s\)](#)

Notes

Millflow returns the page above

I – You can input any search term in this box

- If you know the material code (e.g. CES30200-0066) input it & Millflow will return the item
 - If you input BED, then Millflow will return any item that contains BED in the material codes or description
 - IF you input PCI , then Millflow will return any item that contains PCI in the material codes or description
- Millflow displays the screen below

Material	Description	Use
PCIBathLift	PCI Bath Lift	→
PCIBed	PCI Bed	→
PCIBedroom	PCI Bedroom	→
PCI-CeilingTrackHoist	PCI - Ceiling Track Hoist	→
PCI-CTHoist	PCI - Ceiling Track Hoist	→
PCIGanHoist	PCI Gant H	→

Adding pre-contract equipment items

Search product code/description

Material	Description	Use
PCIBathLift	PCI Bath Lift	→
PCIBed	PCI Bed	→
PCIBedroom	PCI Bedroom	→
PCI-CeilingTrackHoist	PCI - Ceiling Track Hoist	→
PCI-CTHoist	PCI - Ceiling Track Hoist	→
PCIGanHoist	PCI Gant H	→

Notes

J – Select the item you wish to add to site by clicking on the → symbol

Add PCI items to equipment on site

[Back](#)

Add Precontract Items to Mr David Parsonage's Address.

Search product code/description

Address

Millbrook Healthcare Ltd Pirbright Road Gi

The following items will be added to patient location as pre contract items:

Material	Description	PUK	Quantity	Serial No	Batch
PCIBed	PCI Bed	87030204	1		Edit

Do you want to add date and time for this pre contract order?

Yes

No

[Add item\(s\)](#)

Notes

Millflow now returns the above screen

K – Select the address you wish to add the equipment to

L – You can add a specific date to add the items to site.
If you flag yes then you can identify Date & Time

M – Click ADD ITEM(S) to add item to site

Do you want to add date and time for this pre contract order?

Yes

No

Delivered date & time

06/01/2025 13 : 14

Adding pre-contract equipment items

Mr David Parsonage

Service user reference: 102040505

[More Information & Edit Client](#)

Service User details **Other Contact Information**

Date of birth
7/12/1988

Age
6 year(s) 1 month(s) 19 day(s) old.

Title
Mr

Address
Millbrook Healthcare Ltd Pirbright Road
Guildford
Surrey
GU3 2DX

Primary contact number
01234098765

Mobile phone number

Email

Automated Notifications Opt In
Yes

Delivery Collection Repair Peripheral Store **Trusted Assessor**

On-Site Equipment View ✓	On-Site History View	Pending Orders View ✓	PPM History View
Alerts	Feedback	Documents	

Notes

Millflow returns to the top of the Service User details page

M – You can check the item has been placed on site by selecting ON-SITE EQUIPMENT

IF THE ITEM YOU HAVE ADDED NEEDS A PPM THEN YOU NEED TO CONTACT MILLBROOK HEALTHCARE TO ENSURE A PPM ORDER IS ACTIVATED