



MILLFLOW

Prescriber Portal Guide

Editing an existing client

Editing an existing client

The screenshot shows the NHS Community Equipment Services website. At the top, there are logos for MH MILLSBROOK HEALTHCARE and NHS. The user is logged in as David Personage 083 (083DavidP) with a PREPRODUCTION status. A notification indicates 'No service user selected' with buttons for 'Choose service user' and 'Clear'. The main content area features a large banner with the text 'Welcome to Community Equipment Services' and a photo of a healthcare worker assisting an elderly man. Below the banner are three main navigation cards: 'Service user management', 'Browse catalogue', and 'Information centre'. Each card has a 'View' button. A red box highlights the 'View' button under 'Service user management', with a red arrow labeled 'A' pointing to it. Below these cards is a 'Newsflash' section with a 'Create newsflash' button and two news items. The first news item is titled 'David P first edition' and the second is titled 'Alert'.

Notes

A – Select SERVICE USER MANAGEMENT

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The screenshot shows the NHS Millbrook Healthcare system interface. At the top, there is a header with the Millbrook Healthcare logo, the NHS logo, and navigation icons (home, user, shopping cart). Below the header, there is a status bar indicating "(083Test) DEVELOPMENT" and "No service user selected" with buttons for "Choose service user" and "Clear". The main section is titled "Search for service users" and contains three input fields: "Service user ref", "Forename", and "Surname". A red box labeled "B" highlights the "Service user ref" field, a red box labeled "C" highlights the "Forename" and "Surname" fields, and a red box labeled "D" highlights the "Search" button. There is also an "Advanced Options" button.

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

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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 Bkxkaie 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 lytprai Pirosym Xsilmqb Bymiqmi Opaktqr S66 1FP 06/09/1919 Select service user
Ref: 100056665 MRS Yguhmb Prkqkqn Cacsyig Inragab 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		

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Notes

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

F - You can now select the service user by clicking on [Select service user](#) their tile

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The screenshot displays the NHS Millbrook Healthcare interface. At the top, there are logos for Millbrook Healthcare and NHS. The page title is 'Other Dtyutbp Prgmigd'. Below the title, there is a 'Service user reference: 100064872'. The page is divided into two main sections: 'Service User details' and 'Other Contact Information'. The 'Service User details' section includes fields for Date of birth (08/08/1922), Age (102 year(s) 7 month(s) 22 day(s) old), Title (Other), Address (Pbdunai Pjxrji, Atobhhc, Sofiryy, Ucjtrny, HAB OFF), Primary contact number (1896337261), Mobile phone number, Email (bfmexa@nowhere.com), and Automated Notifications Opt In (Yes). The 'Other Contact Information' section includes fields for Name, Relationship, and Telephone. A red box highlights the 'More Information & Edit Client' button in the top right corner, with a red arrow pointing to it from a red letter 'G'.

Notes

G – Click on MORE INFORMATION & EDIT CLIENT

Editing an existing client

The screenshot shows the Millbrook Healthcare interface for editing a client. At the top, there are navigation icons and a header with the text 'Commercial Team (1420LCommercial)' and 'Ordering for: Mr David Parsonage'. A 'More Information & Edit Client' button is visible in the top right. The main content area is titled 'Mr David Parsonage' with a service user reference of '102708153'. Below this, there are two columns: 'Service User details' and 'Other Contact Information'. The 'Service User details' column includes fields for Date of birth (16/09/1970), Age (54 year(s) 4 month(s) 15 day(s) old), Title (Mr), Address (1 Furtherwood Road, Oldham, OL1 2PA), Primary contact number (01234567890), Mobile phone number, Email, and Automated Notifications Opt In (Yes). The 'Other Contact Information' column includes fields for Name, Relationship, and Telephone. At the bottom of the form, there are several buttons: Delivery, Collection, Repair, Peripheral Store, and Trusted Assessor.

Notes

MILLFLOW WILL RETURN THE SCREEN ABOVE.

YOU WILL NEED TO SCROLL DOWN THE SCREEN PAST

This screenshot shows a grid of service-related cards below the client profile. The cards are arranged in two rows. The top row contains: On-Site Equipment (View), On-Site History (View with a checkmark), Pending Orders (View), and PPM History (View). The bottom row contains: Alerts (View), Feedback (View), and Documents (View). A large red arrow points from the text 'YOU WILL NEED TO SCROLL DOWN THE SCREEN PAST' to this grid of cards.

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Service user information

Service user details

Service user reference
100053454

Title
Other

MS

Forename *
Uahwbvl

Surname*
Pprkcx

Date of Birth *
05 / 10 / 1924

Age
100 year(s) 3 month(s) 25 day(s) old.

Gender
Female

Other contact information

Name
Other Contact Name

Relationship to service user
Relationship to service user

Telephone
Telephone No.

Contact Information

Search
Start typing to find an address.

House No/Name
Xaixano

+ More Address ← K

Postcode*
CM20 9SE

Property Type
None

Street
Xlknwqu

District
Ecxcstu

City
Ovjjdli

County
Flevalk

Telephone 1 *
2087597384 @Preferred

Telephone 2
1708759488 ○Preferred

Mobile
○Preferred

Email
crrxf@nowhere.com

crrxf@nowhere.com

SMS Notifications ← L

See page 8 for further notes on this page

Editing an existing client

Additional Information

Care management ID


NHS number

Weight (Kg) **M**

Height (Metres)

GP Code

Dog at premises?
 Yes No Unknown

N 

Notes

Millflow now presents you with all the information fields available for the client record. You can now update the record with any new information

H – Details of the client

I – Details of other contacts

J – The Clients contact details

K – The ability to add additional addresses for the client

L – The ability to opt in/out of SMS notifications

M – The ability to add some additional information

N – IT IS IMPORTANT THAT UPDATE CLIENT IS CLICKED IN ORDER TO SAVE NEW INFORMATION