

Add a new Person to MediWork



Learn how to add a new person who receives Occupational Health care to MediWork

1 Log in to MediWork, and open the **People Manager**

2 Every person must belong to a **Client Organisation**. To choose a client organisation, click the **Client Organisation Filter Dropdown** at the top of the page.

The screenshot shows the MediWork People Manager interface. At the top, there is a navigation bar with 'MediWork' and 'People Manager'. Below this, there is a 'Client' filter dropdown set to 'All Clients'. The main area displays a table of clients with the following data:

ID	First Name	Last Name	Created
RNLI-000000	Pal	Bhusate (P)	01/06/202
RNLI-000001	Nikita	Saveliev (P)	01/06/202
RNLI-000002	Bob	Hundal (P)	01/06/202
RNLI-000003	Mohammed	Kawsar (P)	01/06/202
RNLI-000004	Koushik	Vuthuluru (P)	01/06/202

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Choose a Client Organisation - make sure you *do not click* "All Clients" - one organisation must be selected.

The screenshot shows the 'MediWork People Manager' interface. A dropdown menu is open under the 'Client' header, listing several organizations: 'All Clients', 'Bulletproof Organisation', 'Kinseed Ltd', and 'Test Organisation Limited'. The 'Test Organisation Limited' option is highlighted with an orange circle. The background shows a table with columns for 'Last Name' and 'Created'.

Last Name	Created
Bhusate (P)	01/06/2023
Saveliev (P)	01/06/2023
Hundal (P)	01/06/2023
Kawsar (P)	01/06/2023
Vuthuluru (P)	01/06/2023

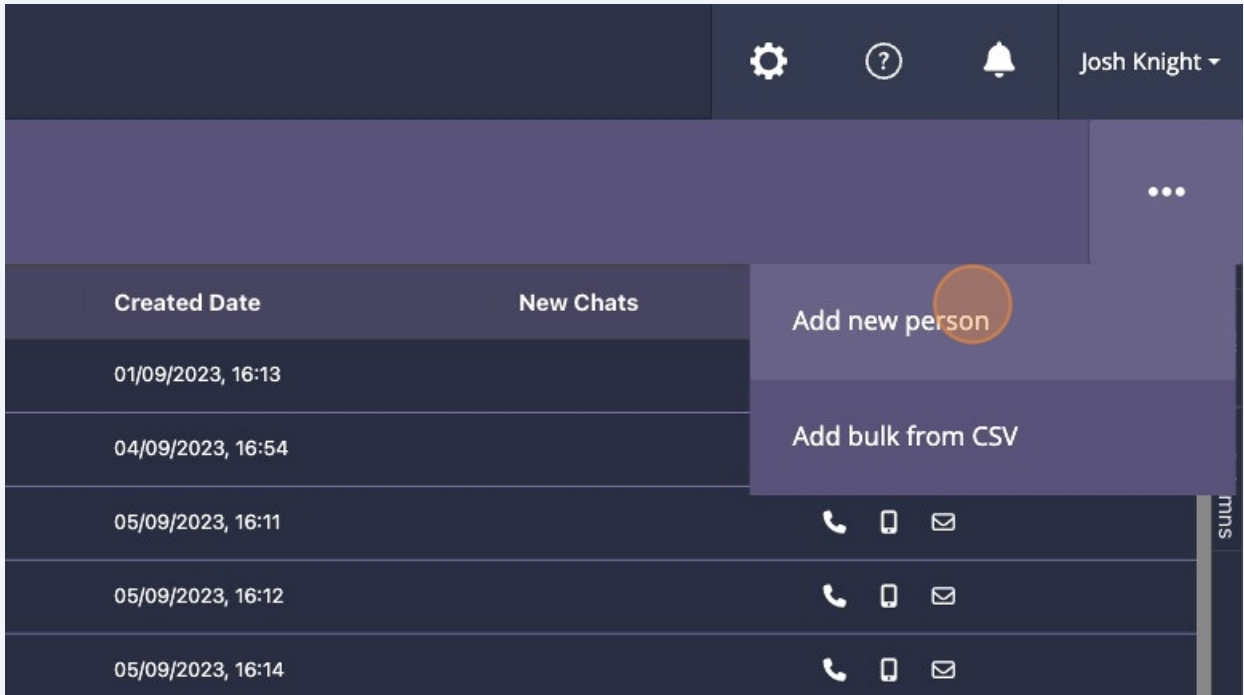
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Click the Menu button in the top right corner of the page

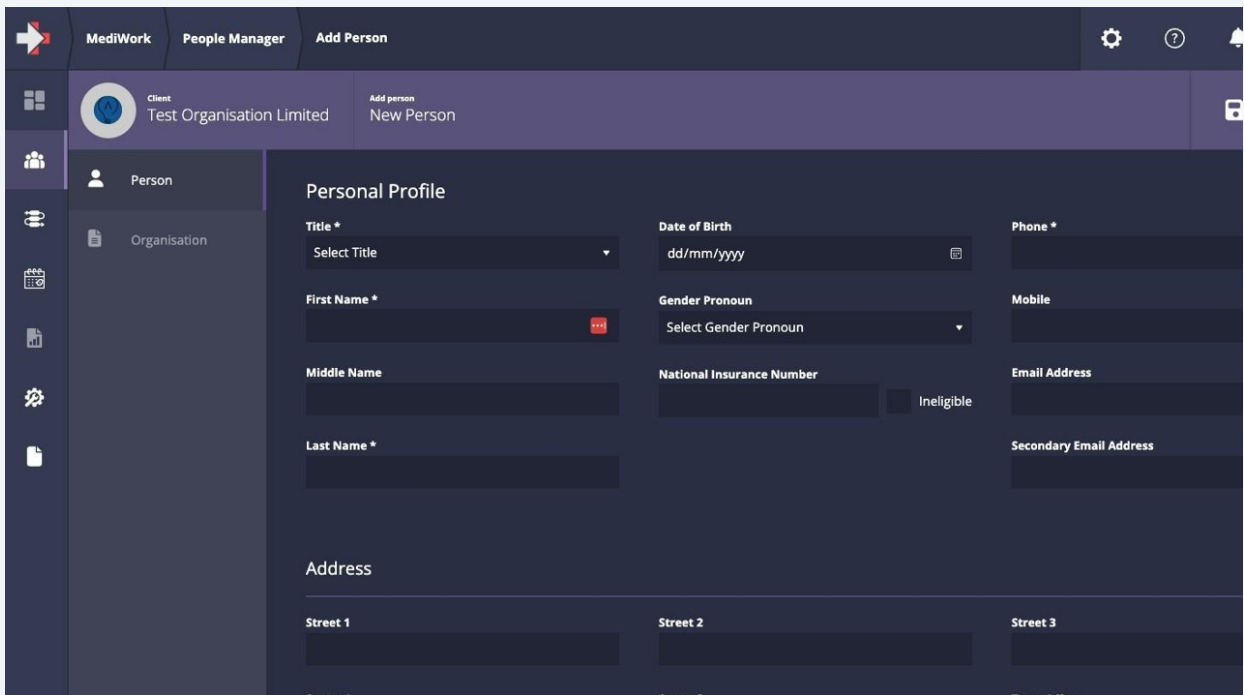
The screenshot shows the top right corner of the MediWork interface. The user profile 'Josh Knight' is visible. A menu button (three dots) is highlighted with an orange circle. Below the menu is a table of chat messages.

Created Date	New Chats	Contacts
01/09/2023, 16:13		📞 📱 -
04/09/2023, 16:54		📞 📱 ✉️
05/09/2023, 16:11		📞 📱 ✉️
05/09/2023, 16:12		📞 📱 ✉️
05/09/2023, 16:14		📞 📱 ✉️

5 Click "Add new person"



6 A new empty record is created



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Fill in all the information you can about the individual, paying attention to fields which have an asterisk (*) as these fields are mandatory.

MediWork People Manager Add Person

Client Test Organisation Limited Add person New Person

Person

Organisation

Personal Profile

Title *	Date of Birth	Phone *
Mr.	25/11/1984	02084232244
First Name *	Gender Pronoun	Mobile
Gregory	He / Him / His / His / Himself	07887567482
Middle Name	National Insurance Number	Email Address
	Ineligible	greg@kinseed.com
Last Name *		Secondary Email Address
House		house@kinseed.com

Address

Street 1	Street 2	Street 3
Boundary House	Cricket Field Road	
Street 4	Street 5	Town / City

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Click "Next Step"

Address

Street 1	Street 2
Boundary House	Cricket F
Street 4	Street 5
Region	Country
Middlesex	United K

>> Next Step

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You will be taken to the Organisation Tab, where you can enter detail about the person's position within the organisation.

The screenshot shows the 'Add Person' form in the MediWork People Manager interface. The 'Organisation Details' section is active, and the following fields are visible and empty:

- Role Title***: Empty text input field.
- Engagement Type***: A dropdown menu with the text 'Select Engagement Type'.
- Personnel Number**: Empty text input field.
- Line Manager Email**: Empty text input field.

Below these fields is the 'Groups' section, which includes a 'Preplacement group' with four radio button options: 'Non-Healthcare Students', 'Student Teachers', 'Non-Healthcare Workers', and 'Healthcare Students'. There is also a search bar for groups and a section for 'Health surveillance and immunisation groups'.

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Fill in the fields at the top of the page to describe the person's role in the organisation

The screenshot shows the 'Add Person' form with the 'Organisation Details' section filled out. The following fields are populated:

- Role Title***: Consultant
- Engagement Type***: Employed
- Personnel Number**: 8675309
- Line Manager Email**: pal@kinseed.com

The 'Groups' section remains the same as in the previous screenshot, with the 'Preplacement group' options and search bar.

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Select the appropriate groups for this person, based on their role / job profile

The screenshot shows a user interface for selecting groups for a person. At the top, the person's role is 'Consultant' and their status is 'Employed'. Below this, the 'Line Manager Email' is listed as 'pal@kinseed.com'. The main section is titled 'Groups' and contains two sections of radio button options:

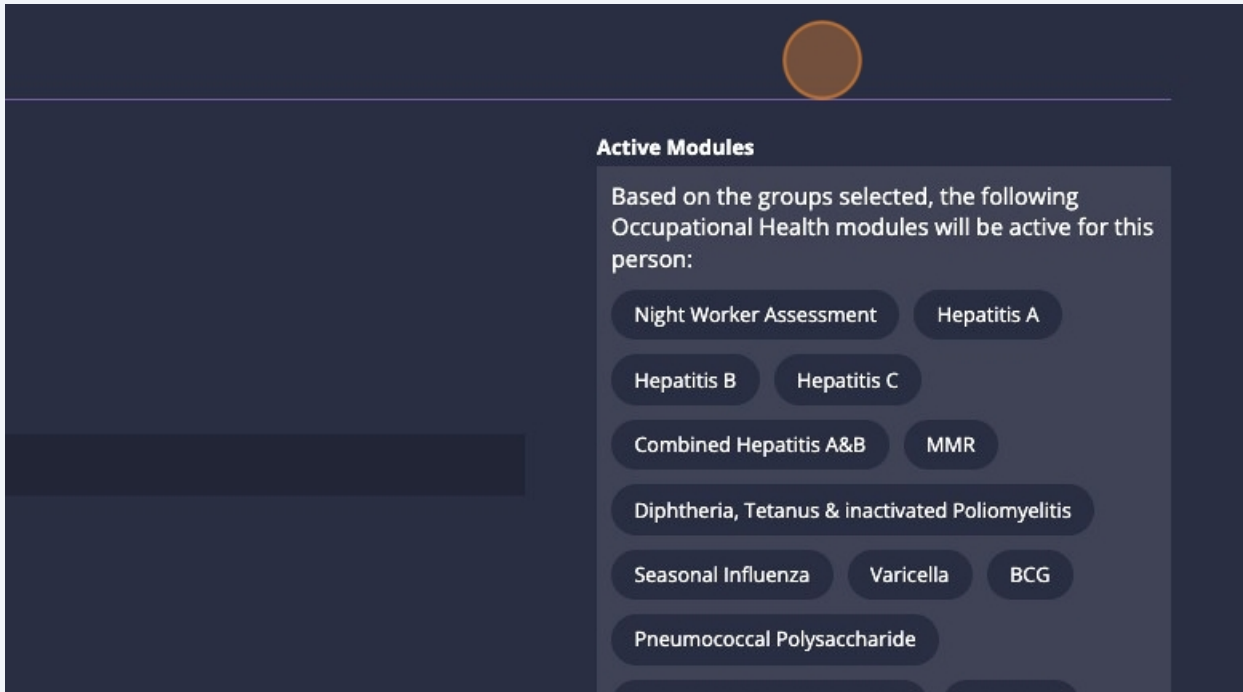
- Preplacement group:**
 - Non-Healthcare Students
 - Student Teachers
 - Non-Healthcare Workers
 - Healthcare Students
- Search for groups to refine this view** (with a search input field below it)
- Health surveillance and Immunisation groups:**
 - HS Test Group
 - Live Wiring / Cabling
 - Night Time Workers
 - Healthcare Worker Immunisations
 - Immunisation Role Group



Groups are used to determine the questions this person will be asked during Pre-placement, the areas they will be assessed against for Health Surveillance, and other key process steps in MediWork.

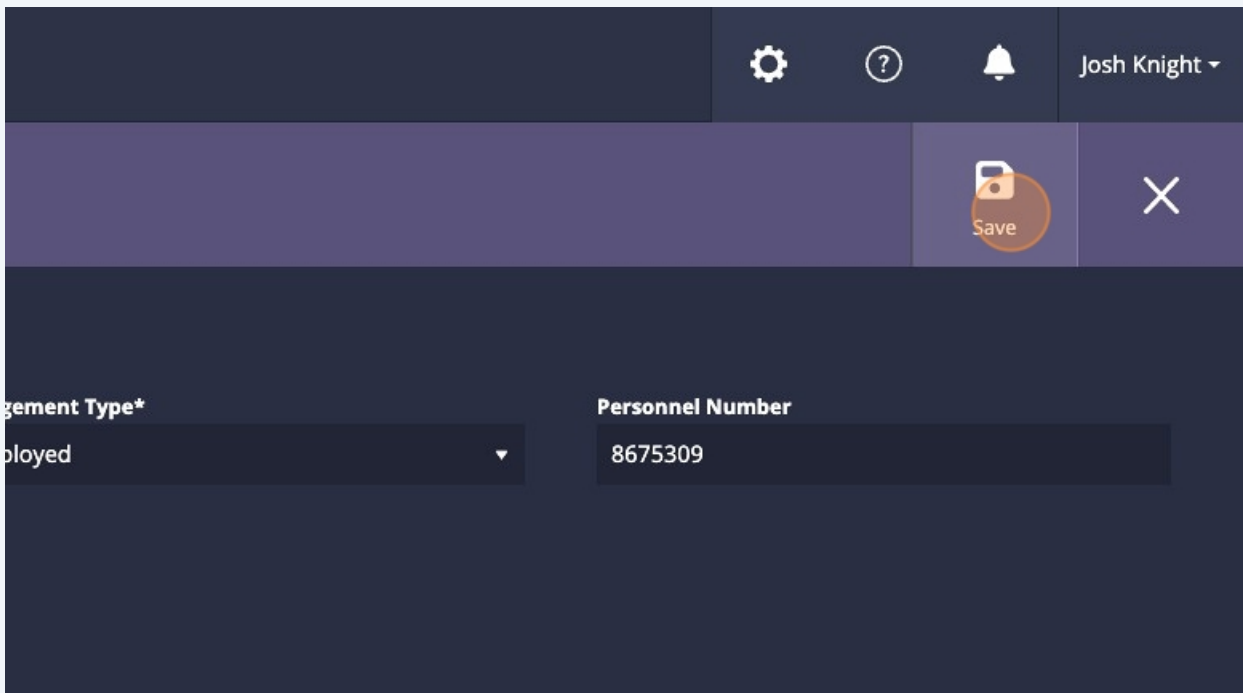
12

Based on the groups you have selected, observe the health modules that are assigned to the person, for Pre-placement, Health Surveillance, and more



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Click "Save"



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This person's record is now saved, and they are ready to be processed in MediWork

The screenshot shows the 'Personal Profile' page in the MediWork system. On the left is a navigation menu with icons and labels for: Person, Organisation, Episodes, Journal, Documents, Communications, Absence Reviews, and Notes. The main content area is divided into two sections: 'Personal Profile' and 'Address'.

Personal Profile

Title Mr.	Date of Birth 25 November 1984	Phone 02084232244
First Name Gregory	Gender Pronoun He / Him / His / His / Himself	Mobile 07887567482
Middle Name -	National Insurance Number -	Email Address greg@kinseed.com
Last Name House	Unique ID TOL-000556	Secondary Email Address house@kinseed.com

Address

Street 1 Boundary House	Street 2 Cricket Field Road	Street 3 -
Street 4 -	Street 5 -	Town / City Uxbridge
Region Middlesex	Country United Kingdom	Postal Code UB8 1QG



Depending on your setup / organisation, adding someone to MediWork may automatically start Pre-placement and / or Immunisations processes for them - you can check this in the "**Episodes**" tab for this individual