

MERIDIQ Aesthetic Patient Record System

USER MANUAL

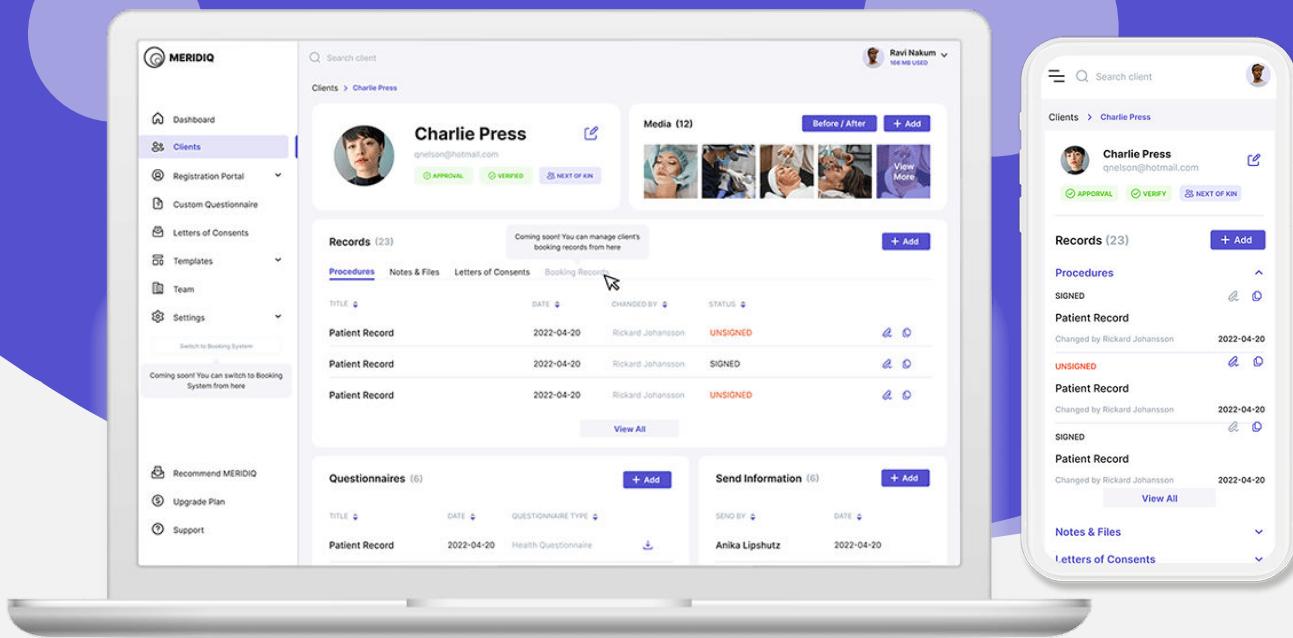


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Introduction



MERIDIQ Aesthetic Patient Record System is a Web and Mobile software that offers medical record services, facilitating effective treatment services between the practitioner and the patient.

The software aims to ensure everyone uses a safe record-keeping system that helps easily administer patient records. The software features easy navigation and seamless use, while it is also efficient at keeping clients up to date.

The software allows a company to register several users and clients, whereby each user has their interface on the same account.

The software requires an internet connection.

Only one user can log in at a time in MERIDIQ. Example: If you log in to a PC with your account and then log in to another PC with the exact copy; the first login will log out.

If you have any questions or support, kindly contact support@meridiq.com.

Useful Terms

Super User -

The user registers the account on behalf of the company—full access to the solution.

Admin -

The medical practitioner or service provider with No access to Company Information and Billing

User -

The medical practitioner or service provider. Same as admin but no access to Client Access, Custom Questionnaires, Letters of Consent, Settings, Upgrade Plan

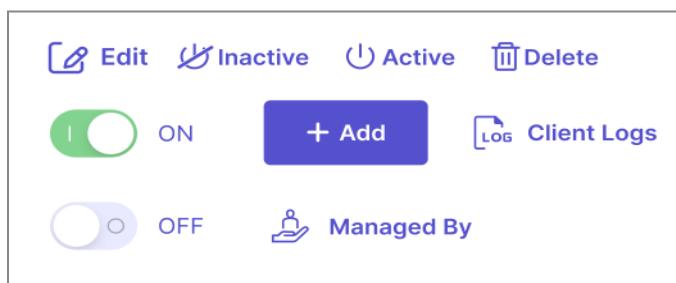
Client -

The patient who seeks medical care or attention.

Language -

The languages used on the software are English and Swedish.

Useful Icons



Using the Software

Visit the website at <https://meridiq.com>

From the homepage, there is a line of menu items which are '**Home**', '**Features**', '**Pricing**', '**About Us**', '**News**', '**Support**', '**Login**', and '**Register**'.



As a first-time user, click on 'Register',
, which is the last menu on the far right.

and login if you have previously registered.

Register

>Login

Taking the first steps

Once you click on '**Register**', you will be directed to register your company's name.



The image shows a woman with long brown hair, wearing a blue V-neck scrub top, standing against a background of light blue wavy lines. She is pointing her right index finger upwards and slightly to the left. To the right of this image is the Meridiq account creation form.

MERIDIQ

Create an account for free

The best and easiest way to keep your clients up to date.

Email: sandhyamer166@gmail.com

Password: *****

Confirm Password: *****

Language: English

By clicking the button, you agree to our [Terms of Service](#) and [Privacy Policy](#).

Create An Account

Already have an account? [Login](#)

- Select the preferred language between **English and Swedish**.
- Fill in other information:
- Enter the Email
- Enter Password and Confirm Password in the appropriate boxes.

Note: Kindly provide accurate information while registering to use the software. The email will link to the company account and subscription information for the company super user.



Let's set up your account

First Name*

Last Name*

Company Name*

Number of Employees*

Country*

Start Journey

- Enter your First Name and Last Name in the appropriate boxes
- Provide your Company Name
- Select Number of Employees and Country
- Click on '**Start Journey**'

Note: The password must be complex for anyone to guess and easy for you to remember. The password must contain at least eight characters. It is suggested that your password must include a mixture of alphabets (upper and lower cases), numbers, punctuation marks, and special symbols. You may also write down the password in a safe place.

You are responsible for the safety of your password as you will be liable for all activities carried out with the login Information.

Meridiq Subscription

After registering the company, you will be taken to the subscription page, where you will choose the appropriate subscription package and provide the billing address and payment information(credit/debit card details).

Free Trial allows one user to twenty clients for an unlimited time. This package enables only one medical practitioner to attend to twenty patients. The software allows one user to 500 clients for the paid subscription package. This means that, subsequently, one user will manage 500 clients through their interface. Users will add 500 clients to a shared client pool if more users are needed.

Note: Your subscription will depend on the number of prospective users and anticipated clients. Other features of the subscription packages include unlimited storage and customer support.

Choosing the Right Subscription for your Company

Drag the line bar to the desired point

The bill will be displayed above the line while the features of the subscription the package will be shown below.

Once you agree with the details, click on the '**Select**' icon

Payment will be initiated and posted to the billing address while the bill will be deducted from the credit/debit card

You can upgrade to a paid package if you subscribe to the free plan.
You can upgrade to a higher package even if you are on a paid version.

The screenshot shows a 'Subscription' interface. At the top, a note says: 'Please select your subscription below and enter your billing address and credit/debit card information. To try for FREE without a time limit, select 1 User and 20 Clients. Welcome!' Below this, a message says: 'Select the number of Users or Clients that you need.' A horizontal slider is labeled 'Number of Employees' with a red arrow pointing to the value '1'. Below the slider, the word 'Free' is displayed in large letters, with 'Monthly Subscription (excl. VAT)' underneath. A section titled 'YOU GET:' lists '1 Users' and '20 Clients' with corresponding icons. Below this, two columns of checkboxes are shown: 'Up to 1 Users' and 'Up to 20 Clients'; 'Unlimited Storage' and 'Customer Support'. At the bottom is a large blue 'Select' button.



Subscription

Name*	Phone
Name	Phone
Company Name	Address
Company Name	Address
City	Zip Code
City	Zip Code
Country*	VAT Number
Select Country	VAT Number
Referral Code	
Referral Code	
Card Payment	
Card Number	MM / YY CVC

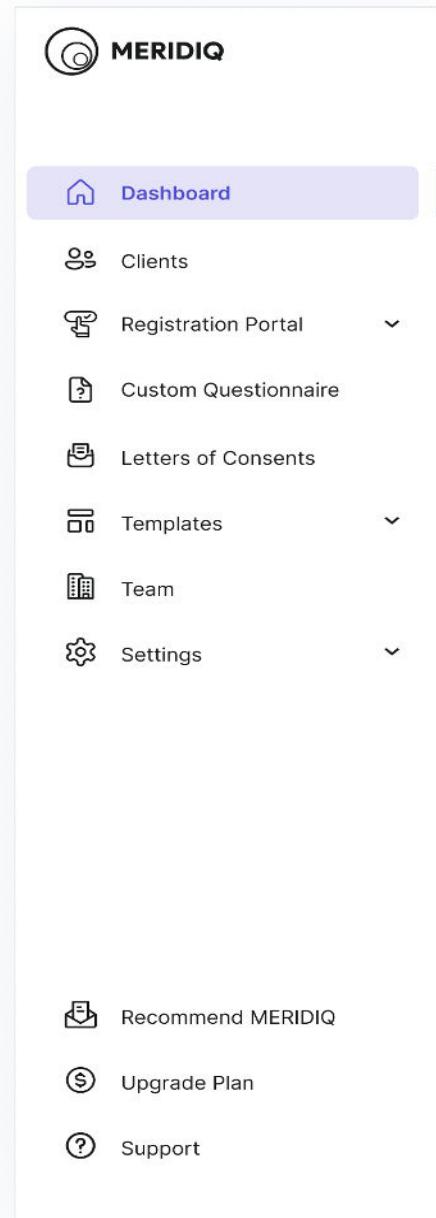
Continue

The Dashboard

Once the subscription is successful, you will be automatically directed to the **Dashboard** which will formally welcome and introduce you to the software. The Dashboard is the homepage where other features of the software can be accessed.

There is a Menu Bar on the left side displaying various menus such as '**Home**', '**Clients**', '**Custom Questionnaires**', '**Letters of Consents**', '**Registration Portal**', '**Settings**', '**Recommend MERIDIQ**', '**Templates**', '**Team**', '**Upgrade Plan**', and '**Support**'.

Each feature will be discussed in the order we thought was the best.



MERIDIQ

Search client

Ravi Nakum 160 MB USED

Dashboard

Welcome to MERIDIQ!

To give you a better understanding of our system, you can go through our onboarding videos and contact us for a personalized onboarding service.

Onboarding videos

Book an onboarding meeting

Learn more about Meridiq

Clients

Registration Portal

Custom Questionnaire

Letters of Consents

Templates

Team

Settings

Switch to Booking System

Recommend MERIDIQ

Upgrade Plan

Support

Settings

Once you log in, navigate to the '**Settings**' menu on the dashboard to verify the information you have previously provided.



System Settings

A screenshot of the MERIDIQ web application's system settings page. On the left, there is a sidebar with various menu items like Dashboard, Clients, Registration Portal, etc., and a "Settings" section which is currently selected. Under "Settings", there are three sub-options: "System Settings" (highlighted with a red arrow), "Company information", and "Billing". The main content area is titled "System Settings" and contains several configuration options with dropdown menus and toggle switches. The options include: Unit (Kr), Language (English), Theme (Light), Send welcome email to client when registering (on), Automatically send signed consents to client (off), Email notification when client register using reg.portal (off), Activate 2FA (on), and Use checkbox when signing letter of consent (on). At the bottom of the page are "Cancel" and "Submit" buttons.

Unit: Choose the appropriate unit.

Language: Ensure appropriate language.

Theme: Choose a suitable theme.

Welcome Email for New Patient Registration: If activated, new clients who registered through the 'Registration Portal' menu will receive an e-mail confirmation of their successful registration.

Automatically Send Signed Consents to Clients: If activated, this will notify clients when their letters of consent are signed.

Email Notification When Client Register: If activated, the super user will receive an e-mail notification whenever a new user registers.

Activate 2FA: 2FA is an advanced security feature that requires you to provide your e-mail, password, and security code each time you log in.

Use the checkbox when signing the letter of consent.

Company Information

This is the information that was provided during registration. Using the icons, you can edit, change, or delete any information that is not accurate.

The screenshot shows the MERIDIQ software interface. On the left is a sidebar with the MERIDIQ logo and a navigation menu:

- Dashboard
- Clients
- Registration Portal
- Custom Questionnaire
- Letters of Consents
- Templates
- Team
- Settings** (selected)
- System settings
- Company Information
- Billing

On the right is the main content area:

Settings

Our goal is that everyone should use a safe record keeping system! We help you with easy administration of patient records.

System Settings **Company Information** (highlighted with a red arrow) Billing

Company Information

 VRteam Designs

VRteamDesigns@meridiq.com
United Kingdom

Rovi Nakum 166 MB USED

Edit Profile (highlighted with a red arrow)

Billing

This page contains your subscription, billing, and payment information. Here, you can upgrade or cancel your subscription plan.

Card and billing information can also be edited. You will be required to provide a VAT Number. Invoices that summarize payment, amount, and status are also included on this page. You can download the invoice for other usages.

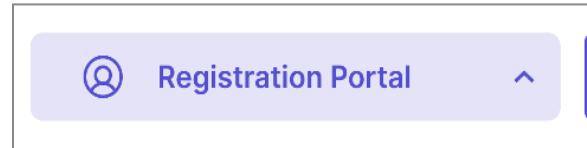
The screenshot shows the MERIDIQ software interface for managing a client's account. The left sidebar includes links for Dashboard, Clients, Registration Portal, Custom Questionnaire, Letters of Consents, Templates, Team, and Settings (which is currently selected). The main content area has a header "Settings" and a search bar. Below this, there are tabs for System Settings, Company Information, and Billing, with the Billing tab highlighted by a red arrow. The Billing section contains a "Billing Details" box for "Sandhya mer" with address and VAT information, and a blue "Update Billing Info" button. To the right is a "My Plan" box showing a "FREE" plan with 1 user, 20 clients, and £0 per month, along with "Edit My Plan" and "Cancel Subscription" buttons. Red arrows point to the "Billing" tab, the "Update Billing Info" button, the "Edit My Plan" button, and the download icons for the invoices. The bottom section displays two invoices with columns for Date, Invoice No., Amount, and Status, each with a download icon.

DATE	INVOICE NO.	AMOUNT	STATUS
Feb 24, 2023	D4DDC734-2763	£166	PAID
Feb 24, 2023	D4DDC734-2763	£166	PAID

The screenshot shows the MERIDIQ application's settings interface. On the left, a sidebar menu includes Home, Clients, Registration Portal, Custom Questionnaire, Letters of Consents, Templates, Team, and Settings (which is currently selected). Under Settings, there are sub-options for System settings, Company Information, and Billing. The main content area displays the 'Settings' page with sections for System settings, Company Information, and Billing. A modal window titled 'SUBSCRIPTION' is open, containing fields for Name, Phone, Address, City, Zip Code, and VAT Number, with 'Billing Details' and 'Invoices' tabs below. To the right, a sidebar titled 'My Plan' shows a 'FREE' plan with 1 User (1 used), 20 Clients (11 used), and \$0 per month. It includes links for 'Edit my plan' and 'Cancel Subscription'. Below the plan, a table lists invoices with columns for STATUS (PAID, UPCOMING, DOWNLOAD), DATE (Sep 26, 2023, Sep 26, 2022), and a download icon.

Registration Portal

The '**Registration Portal**' allows your clients (patients) to fill out their personal information. After they have filled out their personal information, it will be stored in their record for future treatment.



"For patients to register, they need to visit your unique link for your company, an example of unique link: **<https://meridiq.com/web-test/registration/MTA2>** and fill out their details".

Note: You can copy and paste the link into the preferred messaging platform. Link it on your homepage or social media or include it in the booking confirmation the client receives when booking a treatment.

Questionnaire

These are the set of questions that the clients are meant to answer about their general health and other related issues. You can view the questionnaires before activating them.

Custom questionnaires can be edited to accommodate other useful information that you wish to ask the client. You edit, create new and delete custom questionnaires from the “**Custom Questionnaire**” in the Menu Bar.

The screenshot shows the MERIDIQ software interface for managing patient questionnaires. On the left, there's a sidebar with various menu items like Dashboard, Clients, Registration Portal (which is currently selected), Mandatory Fields, Questionnaires, Custom Questionnaire, Letters of Consents, Templates, Team, and Settings. The main content area is titled "Registration Portal" and contains a section for "Standard Questionnaires" and "Customized Questionnaires". Under "Standard Questionnaires", there are four entries: "Health Questionnaire", "Aesthetic Interest", "Covid-19 Questionnaires", and "Letter of Consent", each with a download icon and a toggle switch. A red arrow points to the "Questionnaires" tab in the top navigation bar. Under "Customized Questionnaires", there are also four entries with similar icons and switches. At the top right of the main content area, there's a user profile for "Ravi Nakum" and a "REVIEW PORTAL" button.

Note: The changes made in the ‘Questionnaire’ icon will be reflected in the ‘Registration Portal.’

Mandatory Fields

Allows you to check the mandatory boxes for the clients to answer.
Mandatory fields can also be added.

The screenshot shows the MERIDIQ software interface. On the left is a sidebar with icons for Dashboard, Clients, Registration Portal (which is selected and highlighted in blue), Mandatory Fields (selected), Questionnaires, Custom Questionnaire, Letters of Consents, Templates, Team, Settings, Recommend MERIDIQ, Upgrade Plan, and Support. The main area is titled 'Registration Portal'. It contains a search bar and a message about the registration process. Below this is a link: <https://meridiq.com/web-test/registration/MTA2>. A red arrow points to the 'Mandatory Fields' tab in the navigation bar below. The 'Mandatory Fields' section lists various client details with checkboxes for 'View' and 'Required'. The fields listed are Name, Email, Profile Image, Date Of Birth, Mobile Number, Occupation, Street Address, City, Zip Code, and State. At the bottom right of this section is a '+ Add' button.

Note: The 'Questionnaire' icon in the main menu offers the same features. It allows you to select pre-designed questionnaires, create custom questionnaires, edit the title, and do everything deemed necessary. You can also proceed to add or remove mandatory fields.

Clicking the Link

Clicking the URL link will take your client to the registration portal where the name and the logo of the company is already displayed.

- Choose the preferred language
- New clients will provide personal information and profile picture
- Clients will proceed to answer questionnaires (that you have selected) and the mandatory fields where the client will provide necessary information about their general Wellbeing
- They will be required to consent to the processing of their personal information
- Click on Save and Finish

Note: Clients can only register their email (ID) Once. If they try to register an already registered email, they will receive an error: "Please enter a unique email". Users can always edit client's profiles and update their email.

The screenshot shows a registration portal for a company. At the top center is a dark circular logo placeholder labeled 'LOGO'. Below it is the company name 'Company Name'. A 'Registration portal' heading is centered above a dropdown menu for 'Language'. The dropdown is set to 'English' and has a red arrow pointing to its downward-pointing arrowhead. A large blue 'Continue' button is at the bottom. The footer credits 'Powered by MERIDIQ'.

The screenshot shows a 'Personal information' form. It features a circular profile picture of a woman. The form includes several input fields with red asterisks indicating they are mandatory: 'First Name*' and 'Last Name*' (each with a 'First Name' and 'Last Name' sub-field), 'Email*' and 'Date of Birth*' (each with a 'Email' and 'Date of Birth' sub-field), 'Street Number*' and 'City' (each with a 'Street Number' and 'City' sub-field), and 'Mobile Number*' (with a 'Mobile Number' sub-field). A red arrow points to the 'Mobile Number*' field. A large blue 'Continue' button is at the bottom. The footer credits 'Powered by MERIDIQ'.

Health Questionnaire

Do you suffer from any allergies? Yes No

Do you use tobacco? Yes No

Are you pregnant, breastfeeding or trying to conceive? Yes No

Are you currently receiving any medical treatment? Yes No

Do you have diabetes? Yes No

Do you have an ongoing illness that is physical? Yes No

Do you have an ongoing illness that is physical? Yes No

Do you have an ongoing illness that is physical? Yes No

Back

Submit



Powered by [MERIDIQ](#)

Templates



Treatments

A screenshot of the MERIDIQ software interface showing the 'Treatments' page. The left sidebar is identical to the previous screenshot, with 'Templates' selected. The main content area has a title 'Treatments' and a subtitle 'TREATMENT'. Below this, there is a list of treatments: 'Laser skin resurfacing', 'Botox', and 'Fillers'. To the right of the list, there are filter options for 'Active' (with dropdown menus for 'All', 'Active', and 'Inactive') and two blue edit icons. A red arrow points to the 'TREATMENT' subtitle, and another red arrow points to the 'Add' button at the top right of the treatment list.

- Clicking on '**Templates**' on the menu bar will lead to the Templates page
- On the page, there is an already designed Treatment Template called '**Fillers**'.
- You can add additional templates by clicking on 'ADD' on the right side or by edit existing templates by clicking the edit Icon.
- Enter the required information
- Click on '**Submit**'

Add Treatment

Treatment*

Cost*

Currency*

Description

B U I \neq \equiv \leq \geq \approx x^2 x_2

[Cancel](#) [Submit](#)



Note: You can activate, deactivate, or edit templates. Templates can be created for each service you provide

Text and Image

- It is a bit more technical- like diagnosis
- You are required to fill in the necessary information
- You can add an image
- You can add more texts, deactivate them, or delete them

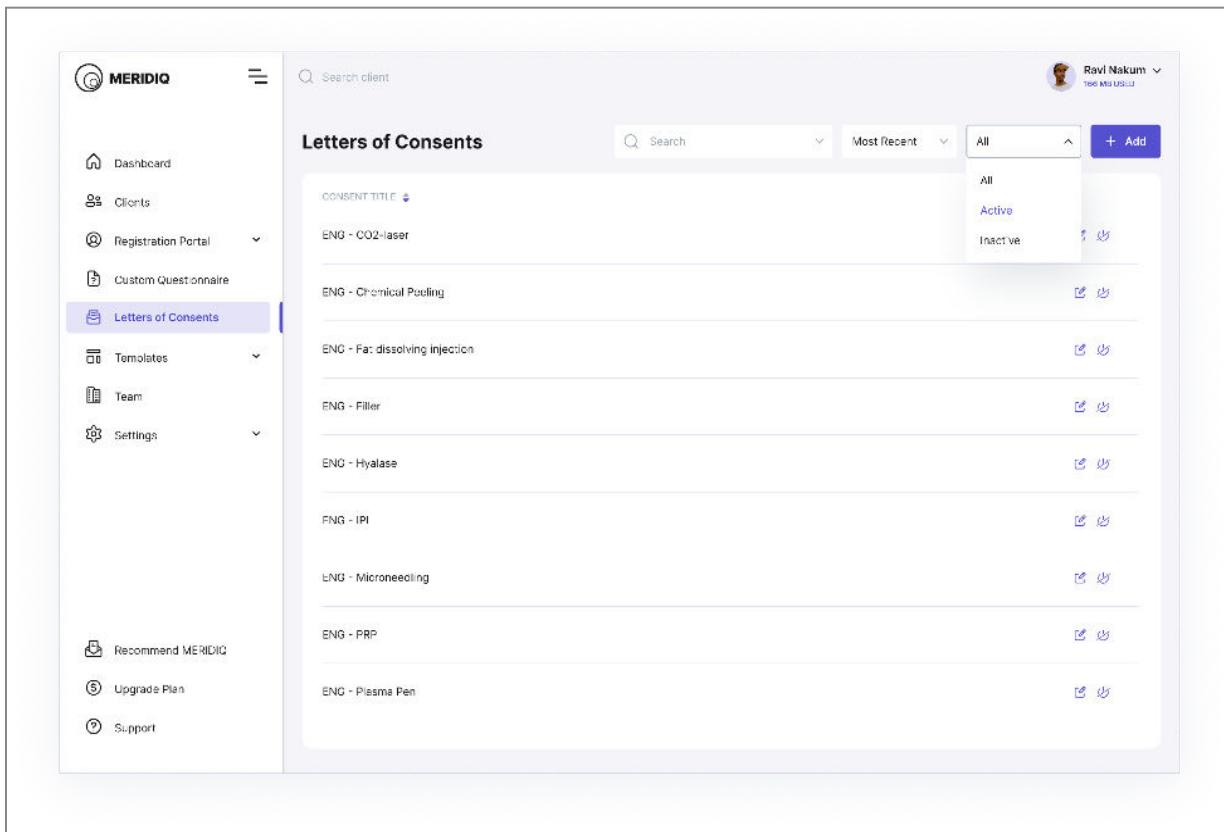
The screenshot shows the MERIDIQ software interface. On the left is a sidebar with navigation links: Dashboard, Clients, Registration Portal, Custom Questionnaire, Letters of Consents, Templates (selected), Treatments, Text (selected), Image, Team, Settings, Recommend MERIDIQ, Upgrade Plan, and Support. The main area is titled 'Text' and contains sections for Diagnosis, Example, and Consultation. A red arrow points to the 'TEXT TITLE' header. At the top right, there is a search bar, a 'Recently Added' dropdown set to 'Active', and a 'All' dropdown. On the far right, there are buttons for '+ Add', 'Edit', and 'Delete'. The top right corner shows a user profile for Ravi Nakum with 166 MB USED.

This screenshot shows the 'Image' template category in the MERIDIQ software. The sidebar and top navigation are identical to the previous screenshot. The main area is titled 'Images' and lists various image titles: Man body back, Man face, Man body Front, Woman body back, Woman face, Woman body front, and Left side face. A red arrow points to the 'IMAGE TITLE' header. The top right features a search bar, 'Recently Added' dropdown (set to 'Active'), and an 'All' dropdown. The top right corner shows the user profile for Ravi Nakum with 166 MB USED.

Letters of Consents

Letters of Consents

- By default, there are 10 English and 10 Swedish Letters of Consents.
- You can add new letters, edit, or deactivate the current letters they consider unnecessary.



The screenshot shows the MERIDIQ software interface with the 'Letters of Consents' page open. The left sidebar contains navigation links: Dashboard, Clients, Registration Portal, Custom Questionnaire, Letters of Consents (which is selected and highlighted in purple), Templates, Team, Settings, Recommend MERIDIQ, Upgrade Plan, and Support. The main content area has a header 'Letters of Consents' with a search bar, a dropdown menu set to 'All', and a '+ Add' button. Below this is a table listing ten consent titles, each with an 'Edit' and 'Delete' icon. The titles are: ENG - CO2-laser, ENG - Chemical Peeling, ENG - Fa: dissolving injection, ENG - Filler, ENG - Hyalase, FNG - IPI, ENG - Microneedling, ENG - PRP, and ENG - Plasma Pen.

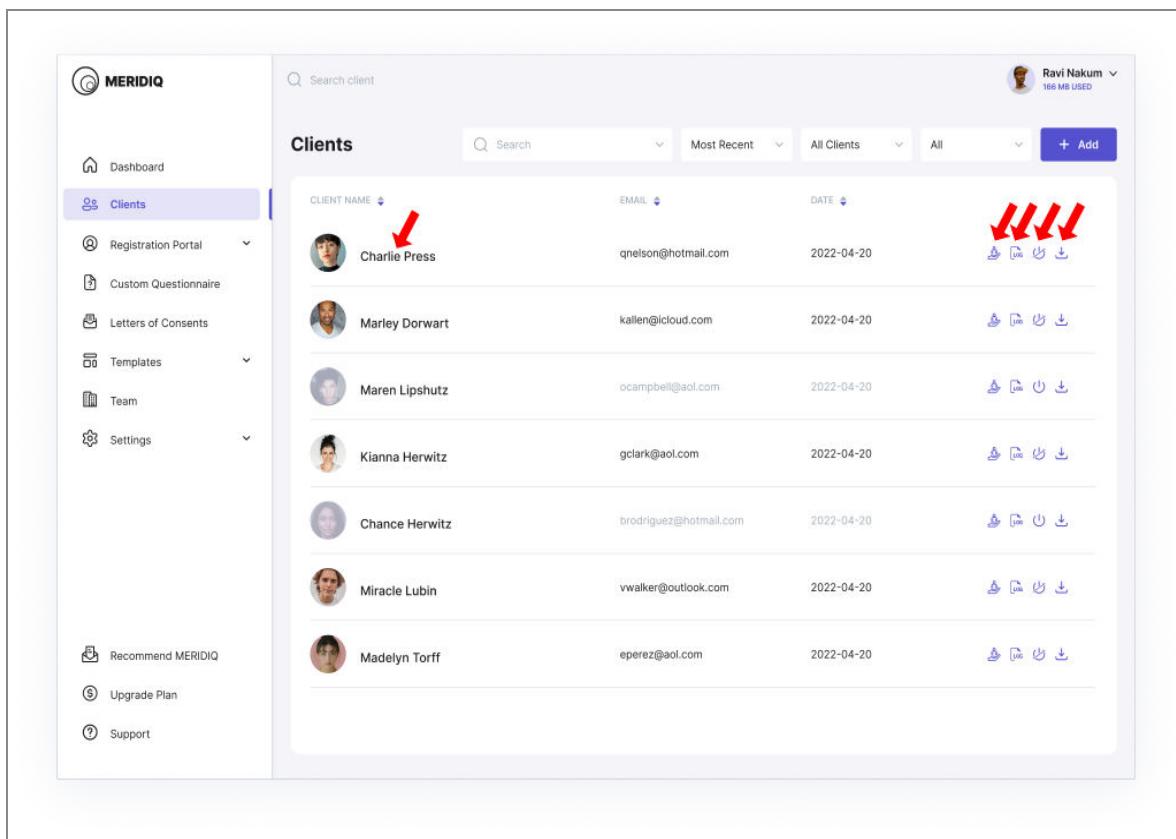
Note: Letters of Consent are like templates; you need to adapt them to suit their purposes.

Clients



When a client has completed registration using the registration portal, the client's details will be added to the 'Clients' menu on the left.

All information about the clients is stored and accessed here. Click on the client's name to access the client's information page. The user can manually add clients through this menu.



A screenshot of the MERIDIQ software's Clients dashboard. The left sidebar shows navigation options like Dashboard, Clients (which is selected and highlighted in blue), Registration Portal, Custom Questionnaire, Letters of Consents, Templates, Team, Settings, Recommend MERIDIQ, Upgrade Plan, and Support. The main area is titled 'Clients' and contains a table with columns for Client Name, Email, and Date. The table lists seven clients: Charlie Press, Marley Dorwart, Maren Lipshutz, Kianna Herwitz, Chance Herwitz, Miracle Lubin, and Madelyn Torff. Each client row has four small icons at the end: a pencil (edit), a document (log file), a power button (inactivation), and a downward arrow (download). A red arrow points to the 'Charlie Press' row, and three red arrows point to the edit icons in the last three rows. The top right corner shows a user profile for Ravi Nakum with 166 MB USED.

CLIENT NAME	EMAIL	DATE
Charlie Press	qnelson@hotmail.com	2022-04-20
Marley Dorwart	kallen@icloud.com	2022-04-20
Maren Lipshutz	ocampbell@aol.com	2022-04-20
Kianna Herwitz	gclark@aol.com	2022-04-20
Chance Herwitz	bodriguez@hotmail.com	2022-04-20
Miracle Lubin	vwalker@outlook.com	2022-04-20
Madelyn Torff	eperez@aol.com	2022-04-20

- Edit the Clients Dashboard by clicking the edit button or client name
- View the client's log file
- Download the client's medical records
- You can also inactivate the client if needed. This will remove the client from the active filter settings

Note: In the search bar, you can always search for the client you are looking for.

Edit the client profile to update the relevant information. Add information about Next of Kin
Manually approve consent regarding storing of personal information or send the consent to the
client's email for approval.

The screenshot shows the MERIDIQ software interface for managing clients. On the left is a sidebar with navigation links: Dashboard, Clients (which is selected and highlighted in blue), Registration Portal, Custom Questionnaire, Letters of Consents, Templates, Team, and Settings. Below these are links to Recommend MERIDIQ, Upgrade Plan, and Support. The main content area is titled 'Charlie Press' and shows a profile picture, an email address (onelson@hotmail.com), and status badges for APPROVAL, VERIFIED, and NEXT OF KIN. To the right is a 'Media' section with 12 items, a 'Before / After' button, and a '+ Add' button. Below this is a 'Records' section with 23 items, showing a table with columns for TITLE, DATE, CHANGED BY, and STATUS. The table contains three entries for 'Patient Record'. At the bottom of this section is a 'View All' button. Further down are sections for 'Questionnaires' (6 items) and 'Send Information' (6 items), each with a '+ Add' button and a 'View All' button at the bottom.

Notes and Files

A simple and fast way to do a record documentation about a client.

- By clicking on the 'Notes and Files' icon, you can proceed to provide usefully information about the client.
- You can also attach a file (image, document etc.) to the notes
- In the end, click on 'Submit.'

Note: All medical notes and files must be signed. Once signed, notes can only be viewed, not edited.

Health Questionnaire

The questionnaire is used to ask clients certain health-related questions before a treatment is performed. If the client has not filled this out using the registration portal, select "New." and fill out the form with input from the client. If a client's health changes, it's easy to update by just selecting "New" and updating relevant Information.

- Clients are expected to fill the appropriate spaces with the right answers
- Click on 'Submit'

Note: This information can be downloaded by the user for review purpose. This can help you to follow the client's health progress.

Custom Questionnaire

If you have created custom questionnaires they are accessed here to be updated and saved. Every custom questionnaire works the same way as the Standard "Health Questionnaire". It's easy to update and change by just clicking the "Custom Questionnaire" and selecting the "+" icon and updating with relevant information from the client.

Send Information

- You can use this space to send documents to the client by uploading the file and click on 'Submit.'
- The information will be sent to the client via email from noreply@meridiq.com
- Log of each activity will be displayed on the 'Send Information' page

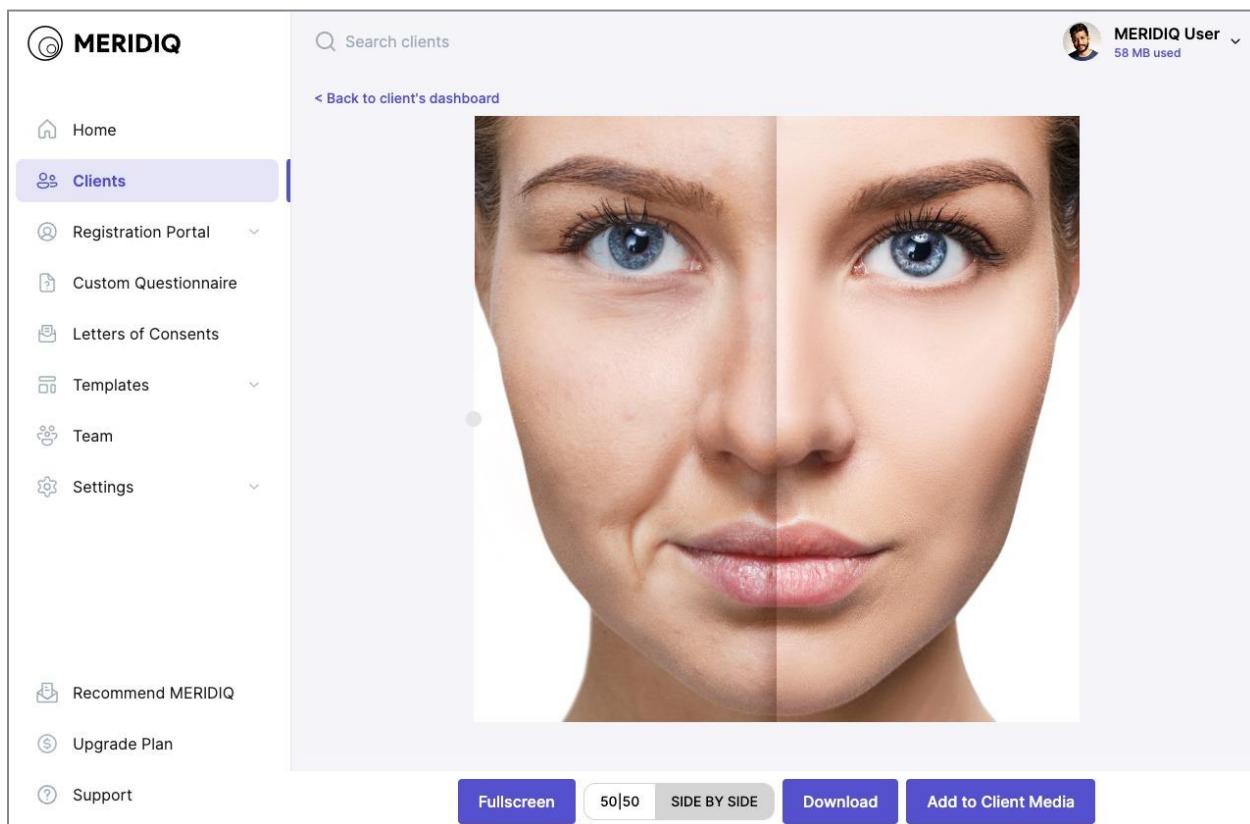
Media Library

This feature allows uploading images of the client. They are sorted on the day they are uploaded. When viewing images, there is also the I delete function if needed. "Media Library" is accessible from the "Procedure" feature so client images can be added to a particular procedure record.

- Upload images to the client's media Library
- This feature has a very unlimited storage Space
- You can add and delete images
- Upload up to 15 images simultaneously

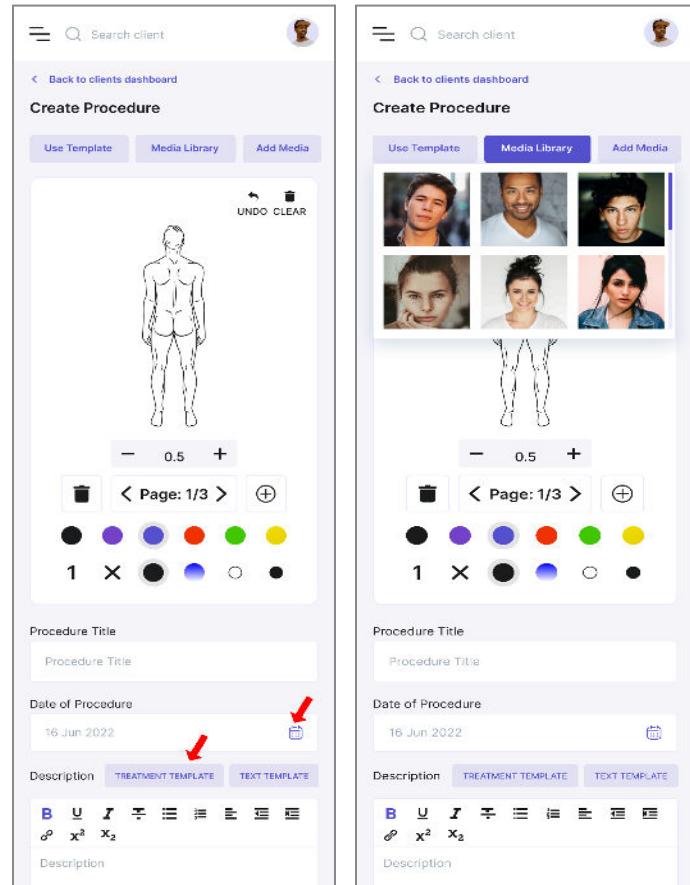
Before After

- Before After image tool gives the detail of the before image and after image of the completion of the treatment that how much improvement the treatment after completion of the treatment as compared to before.
- Firstly you can open the “Before and After image tool” by clicking on the “Before After.”
- Start the Procedure by clicking on the “Start”.
- Upload before and after treatment images by clicking on the “Next.”
- You can also upload images from “The client Media Library”.
- You can also edit the image with the “50/50” and “Side By Side” editing tools.
- You can also download that image by clicking on the “Download” and add it to client media also by clicking on the “Add to Client Media.”



Procedure

- Procedure gives the detail of the treatment prescribed
- Attach an applicable treatment template (or text template). You can add a template and change the price for this specific procedure. You can also add multiple treatments templates if needed
- Add additional information to the template to complete the documentation
- Add image(s) using the default templates (Use Template) or use the client's authentic images from the "Media".
- There are tools to edit the image to do visual documentation of the procedure. The image or picture can be coloured, and marked in different colours and shapes. You can also add numbers if needed.
- Once all necessary information is included, save the procedure for the patient.



The screenshot shows the MERIDIQ software interface for creating a new procedure. On the left, there's a sidebar with navigation links like Dashboard, Clients (which is selected), Registration Portal, Custom Questionnaire, Letters of Consents, Templates, Team, Settings, Recommend MERIDIQ, Upgrade Plan, and Support. The main area has a title 'Create Procedure'. It includes fields for 'Procedure Title' (with a placeholder 'Procedure Title'), 'Date of Procedure' (set to '16 Jun 2022'), 'Description' (with a rich text editor toolbar showing icons for bold, italic, underline, etc.), and 'Total Cost' (set to '16 Kr'). To the right is a 'Pictures' section with tabs for 'Use Template', 'Media', and 'Add Media'. Below this is a drawing of a human torso and legs. There are color selection tools (black, purple, blue, red, green, yellow) and a numeric input field set to '1'. At the bottom are 'Cancel' and 'Submit' buttons, with a red arrow pointing to the 'Submit' button.

Note: The procedure must be signed by the user to authenticate it. The procedure can be edited and updated until it is signed. Once it is signed, the procedure is locked- it can only be viewed and copied, not edited.

Team

"There are two roles for the User- Admin or User. Fill in the corresponding information and submit.

Admins: Full access but no access to "Company Information" or "Billing."

Users: Same as admins, and no access to "Custom Questionnaire", Letters of Consent, Registration Portal, or Upgrade Plan You can add, edit, and delete users.

Note: "You can only add the number of admins/users that you have subscribed to."

The screenshot shows the MERIDIQ software interface. The left sidebar contains navigation links: Dashboard, Clients, Registration Portal, Custom Questionnaire, Letters of Consents, Templates, Team (which is selected and highlighted in blue), and Settings. The main content area is titled 'Team' and displays a table of team members. The table has two rows, each with a profile picture, client name, role, and three small blue icons for edit, delete, and other actions. At the top right of the table, there is a blue button labeled '+ Add'. Above the table, there is a user profile for 'Ravi Nakum' with the status '186 MB USED'. Red arrows point from the text above to the '+ Add' button and the edit icons in the table.

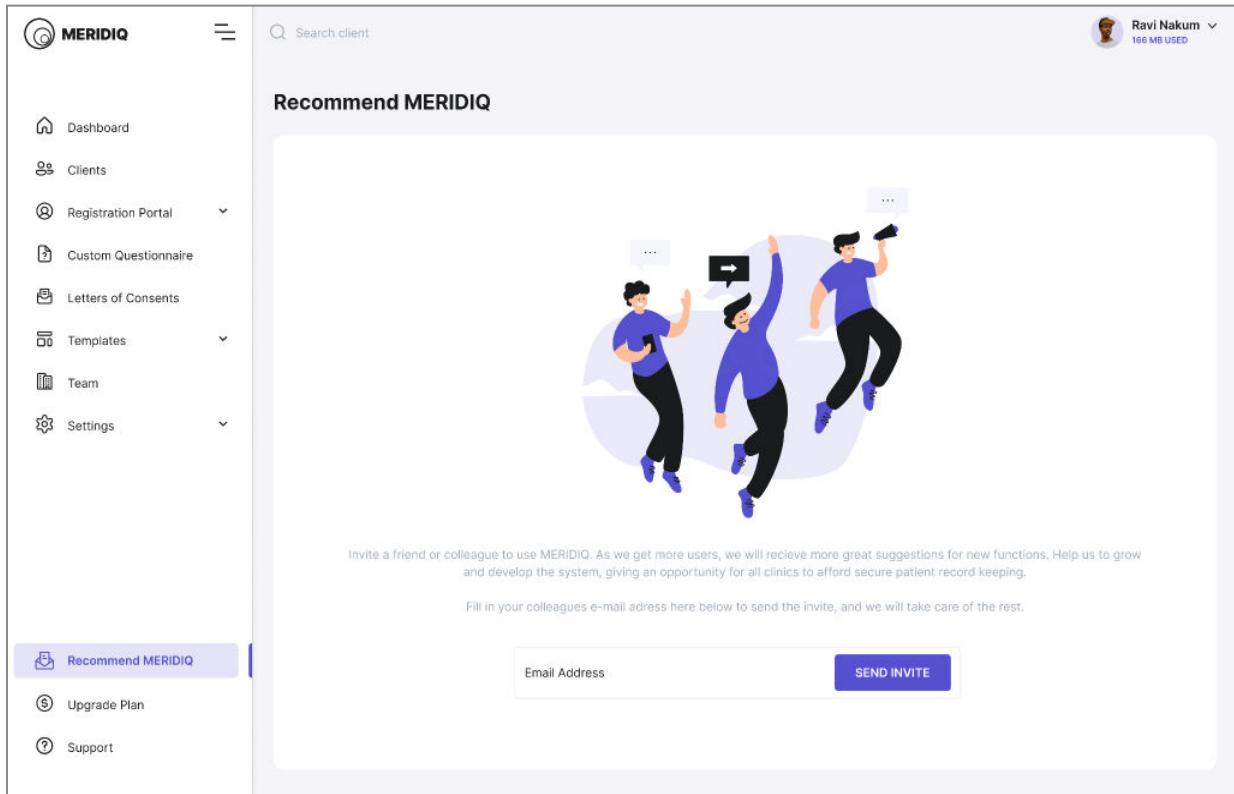
CLIENT NAME	ROLE	
Charlie Press	SUPER USER	
Marley Dorwart	SUPER USER	

Recommend MERIDIQ

The user can use this menu to invite a friend or colleague to use MERIDIQ. This helps us to grow and become better.

 Recommend MERIDIQ

- Fill in the email address of your friend
- Click on '**SEND INVITE**'
- This person will receive an email invite to try out MERIDIQ



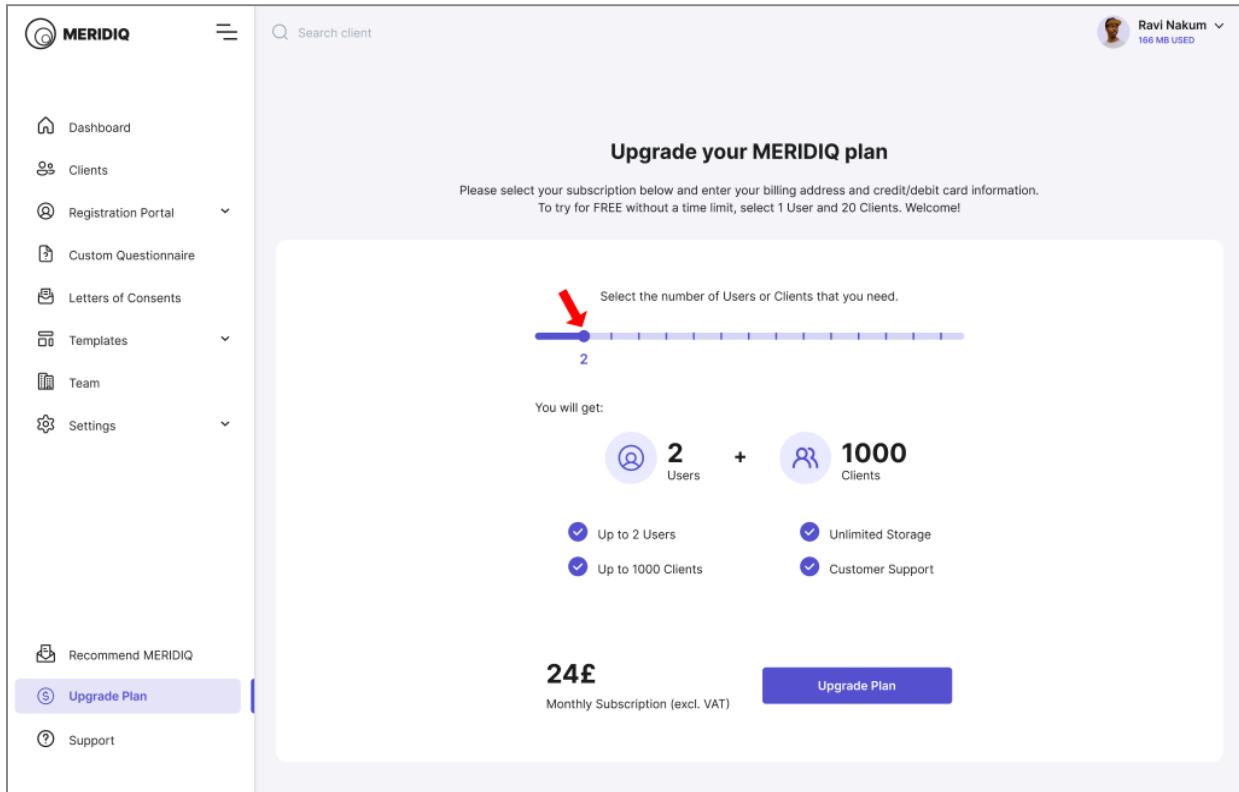
The screenshot shows the MERIDIQ software interface. On the left is a sidebar with navigation options: Dashboard, Clients, Registration Portal, Custom Questionnaire, Letters of Consents, Templates, Team, and Settings. At the bottom of the sidebar are links for Recommend MERIDIQ, Upgrade Plan, and Support. The main content area has a header 'Recommend MERIDIQ' with a search bar. Below it is a large illustration of three people in purple shirts and black pants, one holding a smartphone, another pointing upwards, and the third holding a megaphone. A text box below the illustration says: 'Invite a friend or colleague to use MERIDIQ. As we get more users, we will receive more great suggestions for new functions. Help us to grow and develop the system, giving an opportunity for all clinics to afford secure patient record keeping.' Another text box below says: 'Fill in your colleagues e-mail address here below to send the invite, and we will take care of the rest.' There is an input field for 'Email Address' and a blue 'SEND INVITE' button. In the top right corner, there is a user profile for 'Ravi Nakum' with storage information '166 MB USED'.

Upgrade Plan

This menu shows your current subscription plan and allows you to upgrade.

 Upgrade Plan

- You can drag the line to upgrade to your desired subscription plan
- Click on 'Upgrade Plan'
- Provide all necessary information
- Click on '**Submit**'



The screenshot shows the MERIDIQ software interface. On the left, there's a sidebar with various menu items: Dashboard, Clients, Registration Portal, Custom Questionnaire, Letters of Consents, Templates, Team, Settings, Recommend MERIDIQ, Upgrade Plan (which is highlighted in blue), and Support. At the top right, there's a user profile for Ravi Nakum with 166 MB USED. The main area has a search bar labeled 'Search client'. A central modal window is open with the title 'Upgrade your MERIDIQ plan'. It instructs the user to 'Please select your subscription below and enter your billing address and credit/debit card information. To try for FREE without a time limit, select 1 User and 20 Clients. Welcome!'. Below this, a horizontal slider is shown with a red arrow pointing to the number '2', indicating the current selection. The text 'Select the number of Users or Clients that you need.' is above the slider. Underneath, it says 'You will get:' followed by two icons: one for '2 Users' and one for '1000 Clients'. To the right of these icons are two columns of benefits: 'Up to 2 Users', 'Up to 1000 Clients', 'Unlimited Storage', and 'Customer Support', each preceded by a checked blue checkbox. At the bottom of the modal, it says '24€ Monthly Subscription (excl. VAT)' and has a 'Upgrade Plan' button. The overall background of the interface is white with some light gray shading for the sidebar and the main content area.

Support

In any case of issues or errors while using the MERIDIQ service, use the 'Support' feature to reach out to us. Our support team is readily available to provide a prompt response to your inquiries.



- Fill in the subject matter
- Provide the details of the issues you have
- You can also attach a file
- Click on 'SUBMIT'

The screenshot shows the MERIDIQ application's support form. On the left is a sidebar with navigation links: Dashboard, Clients, Registration Portal, Custom Questionnaire, Letters of Consents, Templates, Team, Settings, Recommend MERIDIQ, Upgrade Plan, and Support (which is highlighted in blue). The main area has a search bar at the top right. Below it, the title 'Support' is displayed. A message asks users to fill out the form if they have experienced any issues. There are two input fields: 'Subject*' and 'Message'. Below these is a file upload section with a dashed box and an upward arrow icon. At the bottom are 'Cancel' and 'Submit' buttons. In the top right corner, there is a user profile for 'Ravi Nakum' showing '166 MB USED'.

General Notes

MERIDIQ was created to enhance medical service delivery. As such, the software facilitates seamless delivery of medical services whereby clients do not have to visit the hospital or clinics to access bespoke health services. Users can track their client's medical progress without any Hassles.

As your clients continue to increase, you can upgrade your subscription plan to cover all your clients and accommodate all your users. One user is meant to cover five hundred clients. Upgrading your subscription plan is easy.

Letters of Contests, Templates, Questionnaires, Mandatory Fields and other aspects can be edited by the user to suit specific requirements. Signing diagnosis, procedures, Letters of Consents, and every document that requires signature are easy to sign without any Complications.

Additionally, it is easy to introduce and invite your friend or colleague to use the MERIDIQ software and enjoy the services provided therein.

MERIDIQ was designed to accommodate diverse needs; hence, your feedback will help us develop the software to achieve better service delivery and optimized performance, leading to the utmost satisfaction. You can always reach us via our email at support@meridiq.com with your remarks, feedback, and inquiries.

Conclusion

The software is designed to facilitate seamless delivery of medical services and accurate keeping of medical records.

Due to the sensitivity and nature of the services provided through the software, it is essential always to ensure the security and safety of the software. In this regard, the email is used for login; hence, you can only have one simultaneously logged-in user per account for security and accountability measures. We recommend that you refuse to share login details with an external party.

Our support team is available for further questions.



MERIDIQ

 www.meridiq.com