# **Conceive** | Clinic Hub | Quick Start Guide



### 1. Getting Started

Go to iConceive.au and click on the Log In button in the top right corner.



## 2. Use your welcome email Username and Password and Log In.

- Allow time for the system to recognise your Username and auto populate the clinic field with your practice name for selection.
- Add the URL to your desktop for faster access next time.



## 2. View the range of iVF Cycle Type Masters

- Review the treatment templates provided
- Edit the templates if necessary in line with your practice protocols
- Advanced users can add new treatment protocols, stages and variables to the Masters as required.



# 4. Register your Clinic or Clinic List



## 5. Establishing the Clinic Hub Users List

Add and allocate the role required for each of your personnel from one of the five access levels provided; Practice Admin, Doctor, Nurse Practitioner, Nurse or Staff User.



## 6. Add User Account

Select user type from the drop-down menu

★ You must complete all mandatory marked fields and press Submit



#### 7. Add Patient Registration

- Enter your patients details including all mandatory fields
- Include your Patient Management internal ID # to easy identify patients
- $\bigcirc$  Download the **iConceive App** on your phone, register a test patient, initiate an iVF treatment and test the system on your phone.