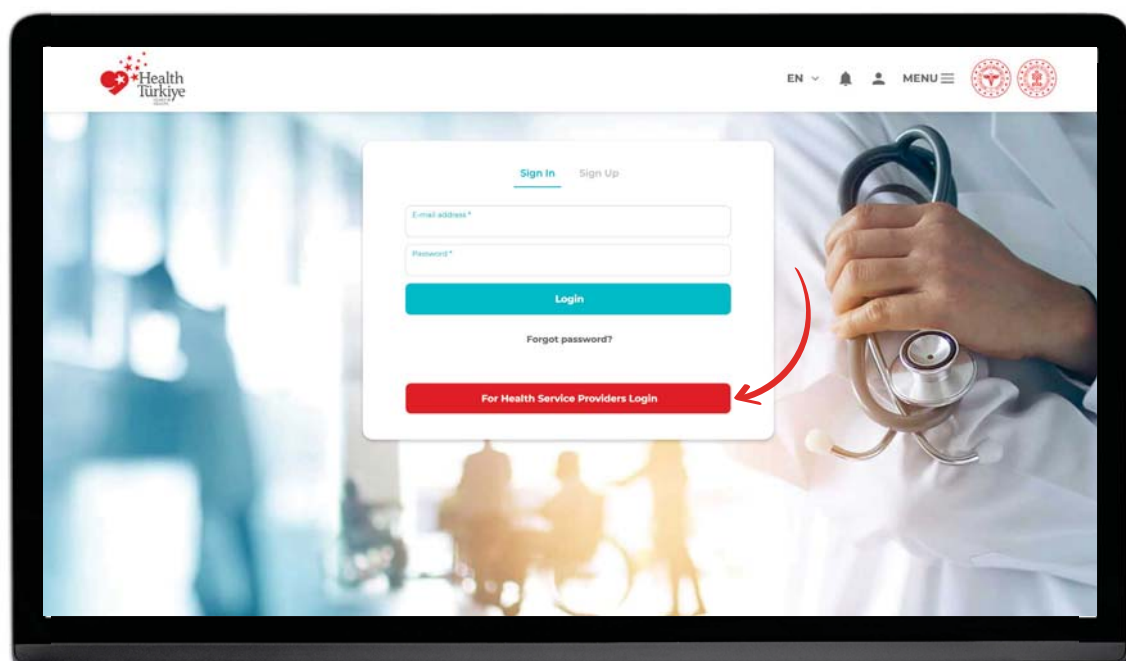
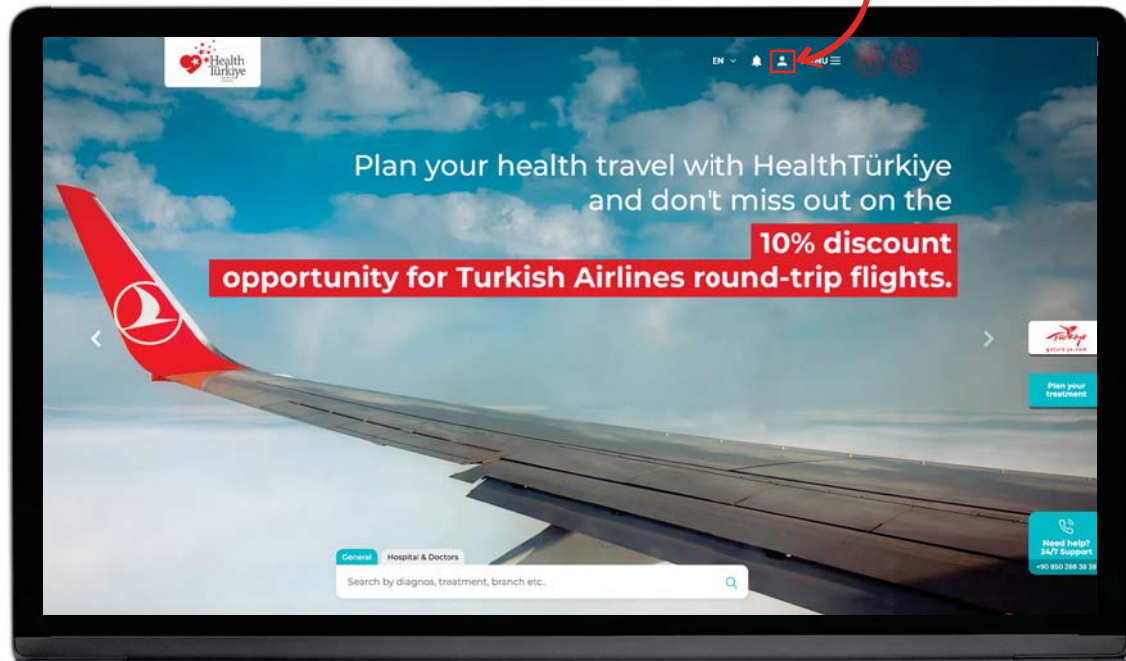


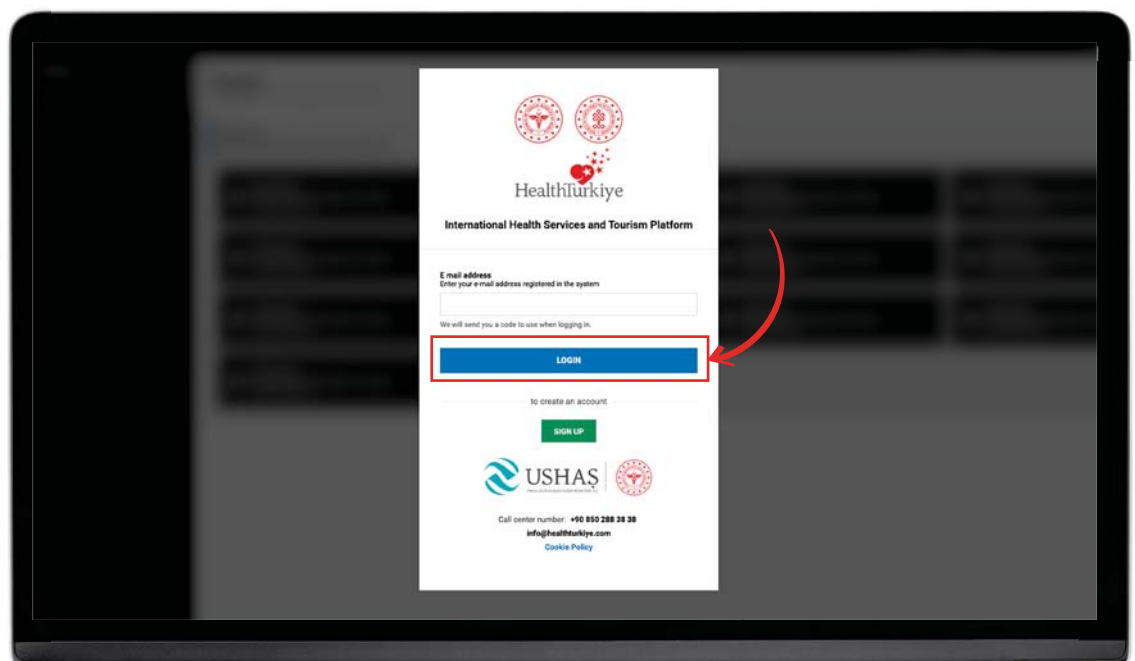
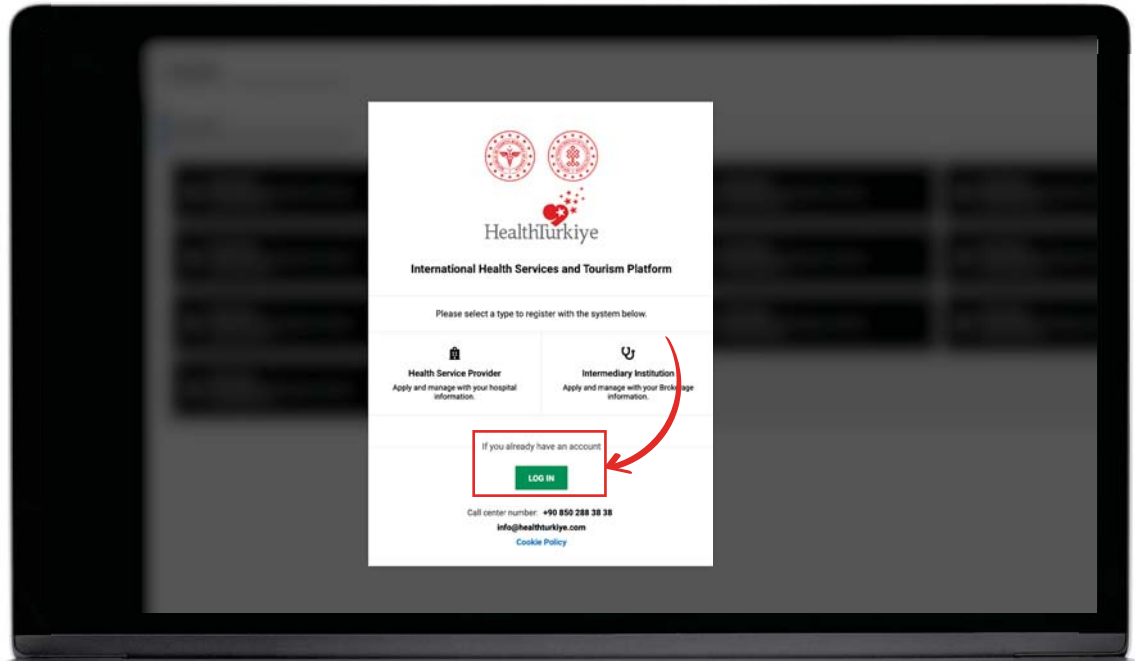
“HealthTürkiye” Portal User Guide for Contracted Official Institutions



Step 1:

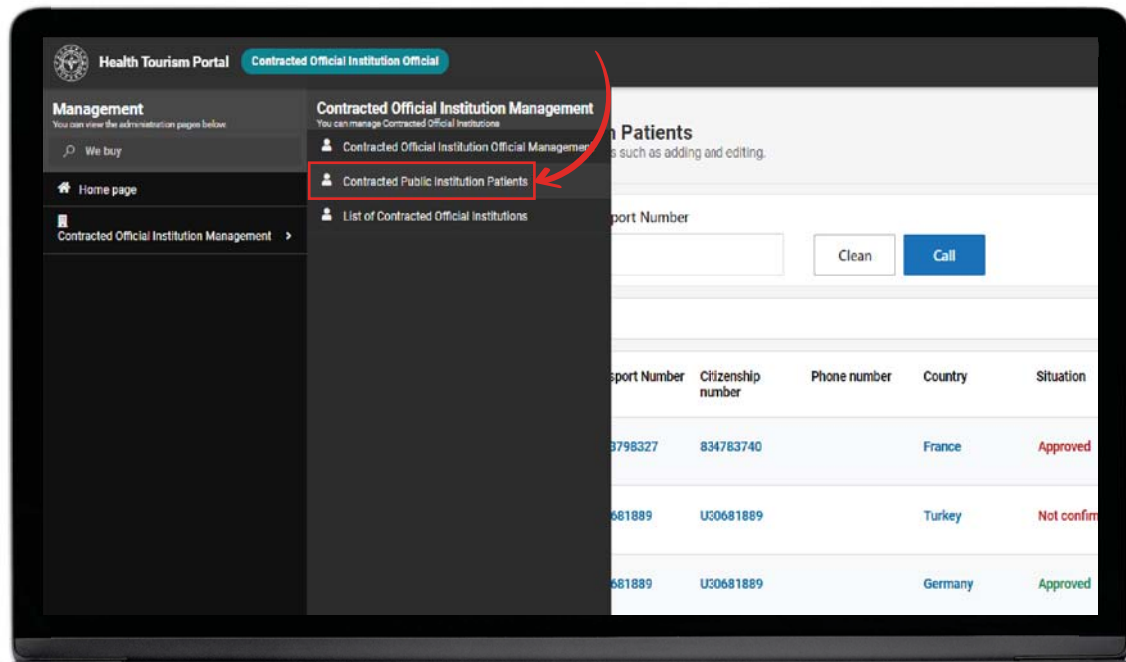
After accessing the “HealthTürkiye” web page, click on the “*Login*” button. Then click on the “*For Health Service Providers Login*” button and log in to the management panel.



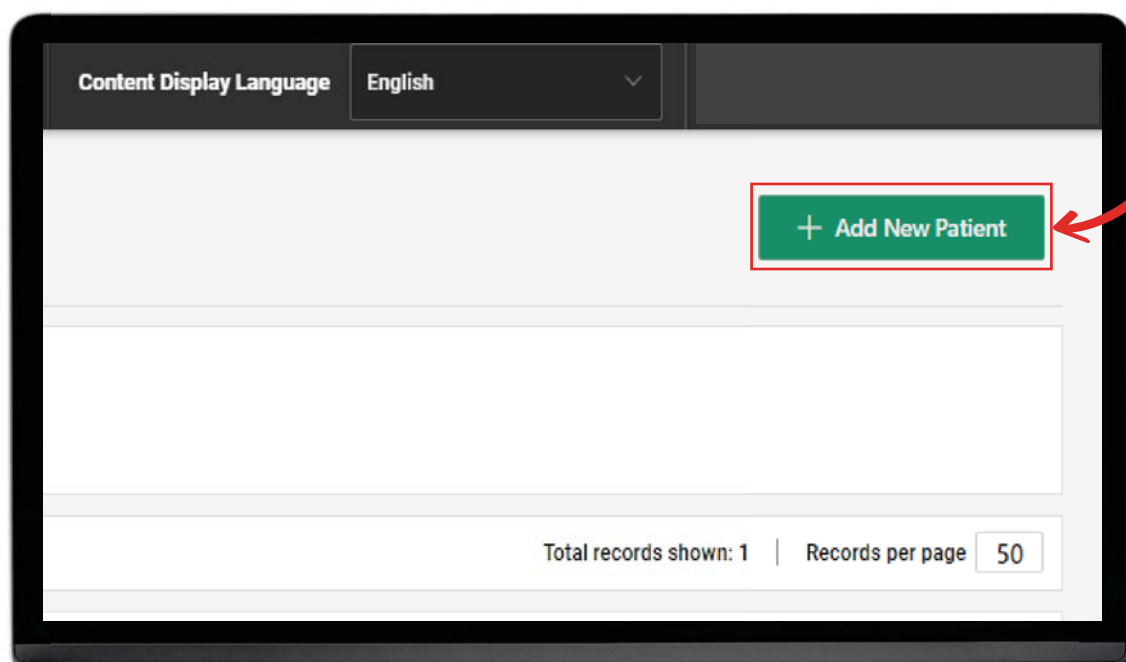




Step 2: After logging in to the management panel, enter the “*Contracted Public Institution Patients*” tab from the left side.



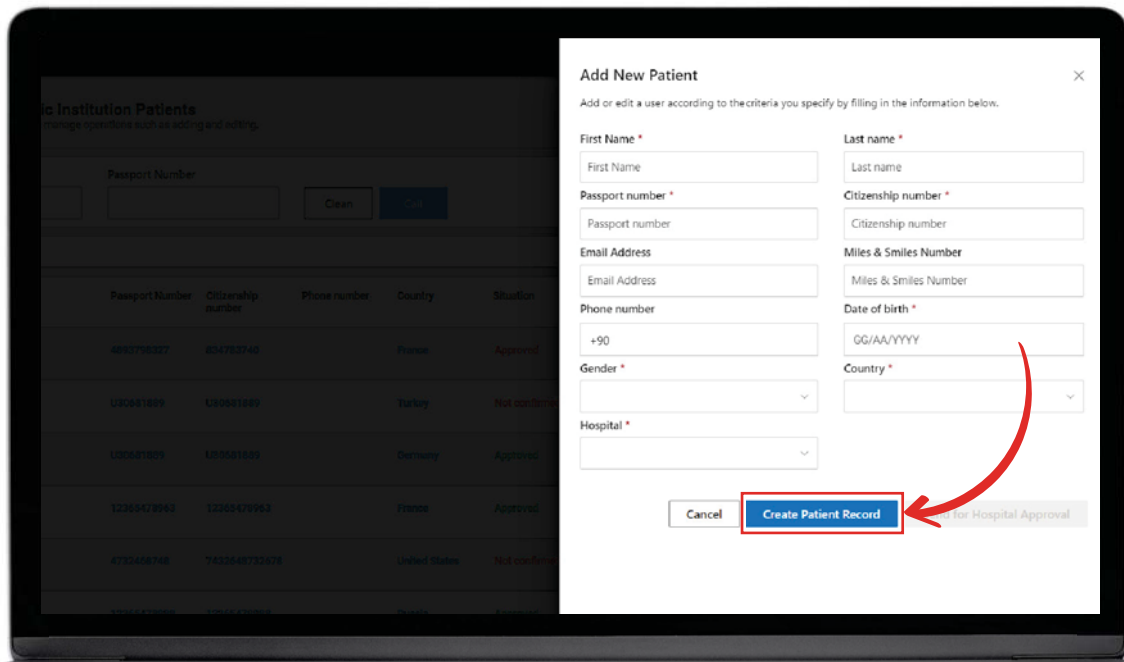
Step 3: To add a new patient, click on the “+ Add New Patient” button on the top right of the interface.



Step 4:

Fill in the patient information on the **“Add New Patient”** page. Then click on the **“Create Patient Record”** button.

*If there is a missing or incorrect entry, you can edit it again. There is an **“Edit”** button under the name you added as a new patient.



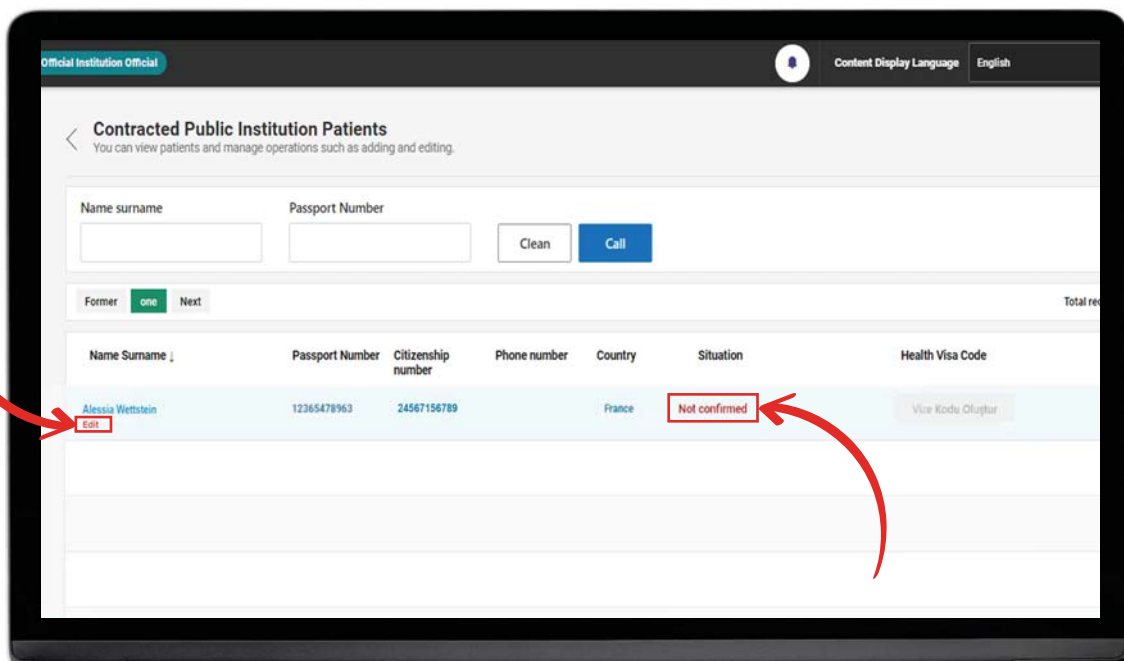
Add New Patient

Add or edit a user according to the criteria you specify by filling in the information below.

First Name *	Last name *
<input type="text"/>	<input type="text"/>
Passport number *	Citizenship number *
<input type="text"/>	<input type="text"/>
Email Address	Miles & Smiles Number
<input type="text"/>	<input type="text"/>
Phone number	Date of birth *
<input type="text"/>	<input type="text"/>
Gender *	Country *
<input type="text"/>	<input type="text"/>
Hospital *	
<input type="text"/>	

Step 5:

After the patient is added, the **“Situation”** will appear as **“Not Confirmed”**. Click the **“Edit”** button under the registered patient name to send it for hospital approval.



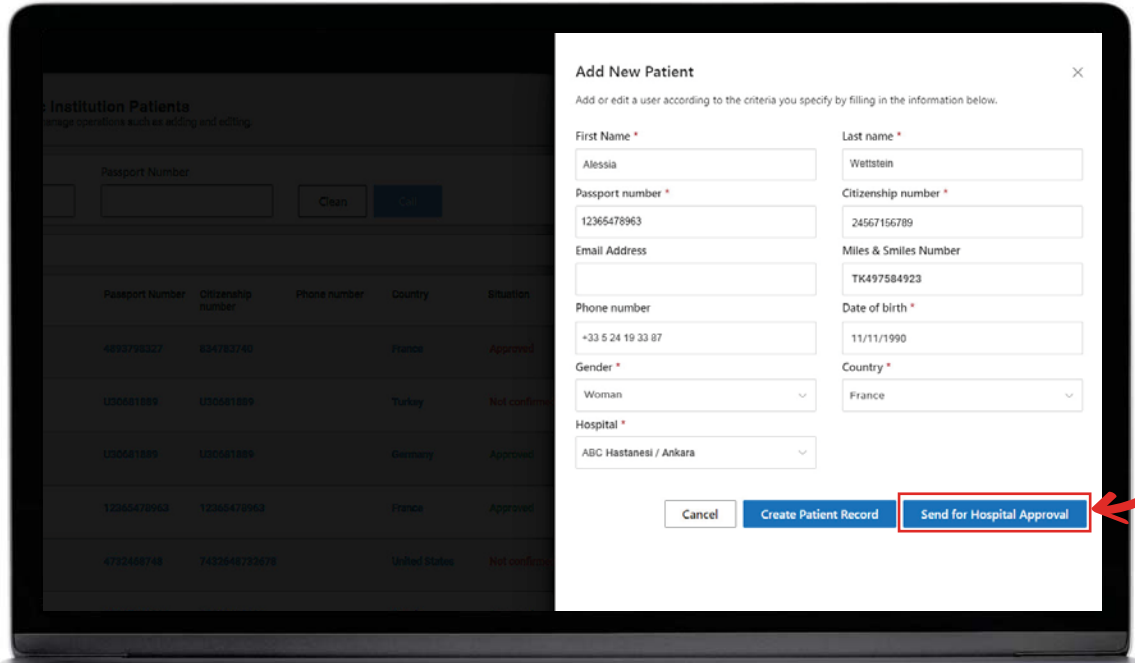
Contracted Public Institution Patients

You can view patients and manage operations such as adding and editing.

Name Surname	Passport Number	Citizenship number	Phone number	Country	Situation	Health Visa Code
Alessia Wettstein <input type="button" value="Edit"/>	12365478963	24567156789		France	Not confirmed	Vize Kodu Olujtur

Step 6:

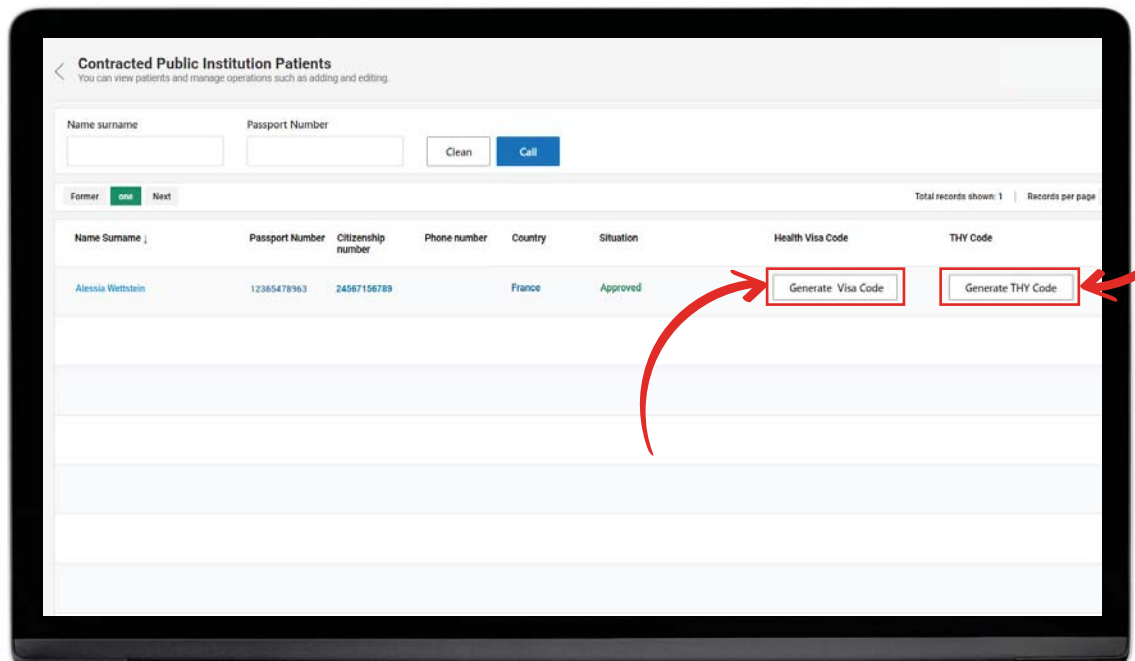
Click on the **“Send for Hospital Approval”** button on the page. After the information you have entered is approved by the hospital, the **“Visa Code”** and **“Turkish Airlines (THY) Code”** buttons will be activated.



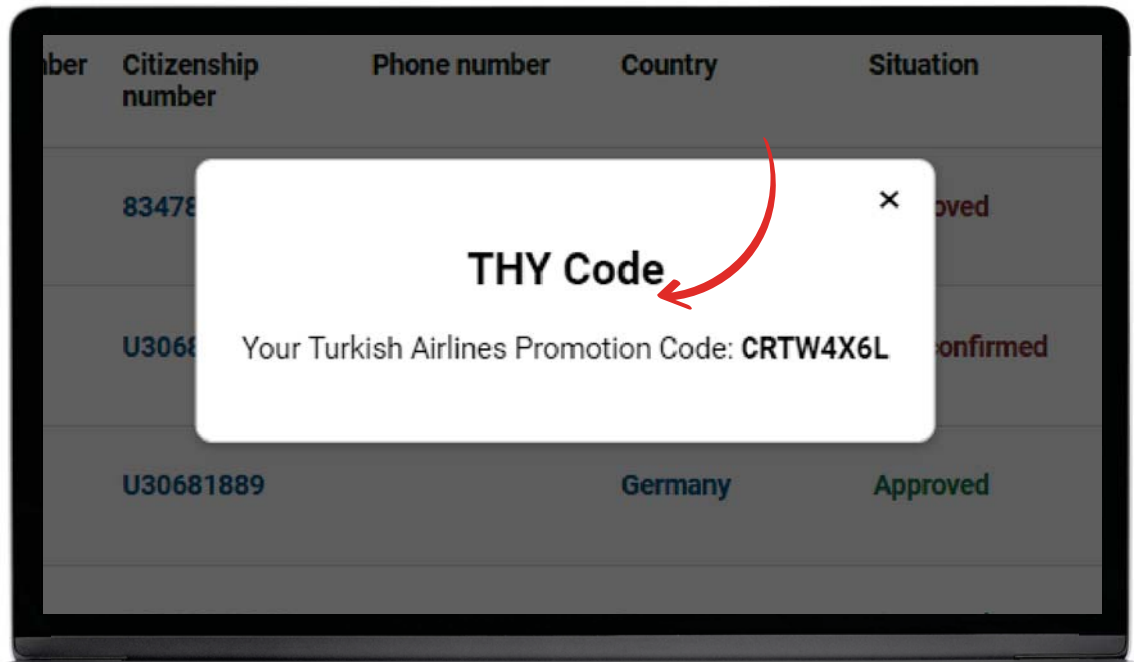
Step 7:

To create a **“Visa Code”** and **“Turkish Airlines (THY) Code”**, click on the **“Generate Visa Code”** and **“Generate Turkish Airlines (THY) Code”** buttons next to the patient’s name. You can then access the codes you have created via the same button.

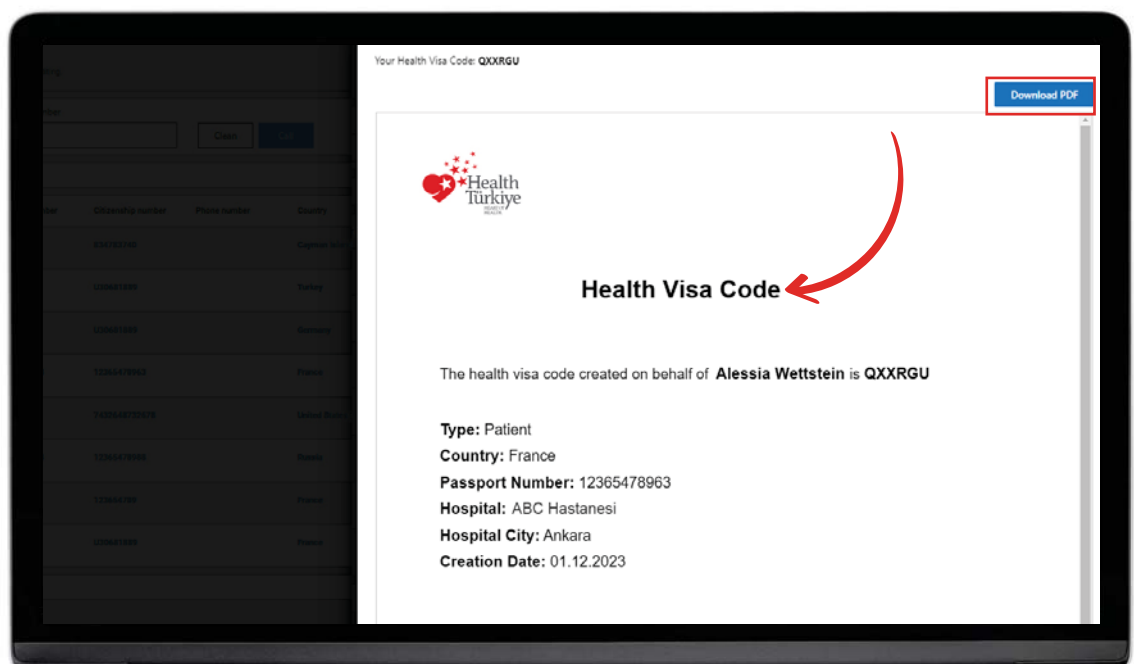
*After the hospital approval, the codes will be available in the system within a few minutes.



Turkish Airlines (THY) Code

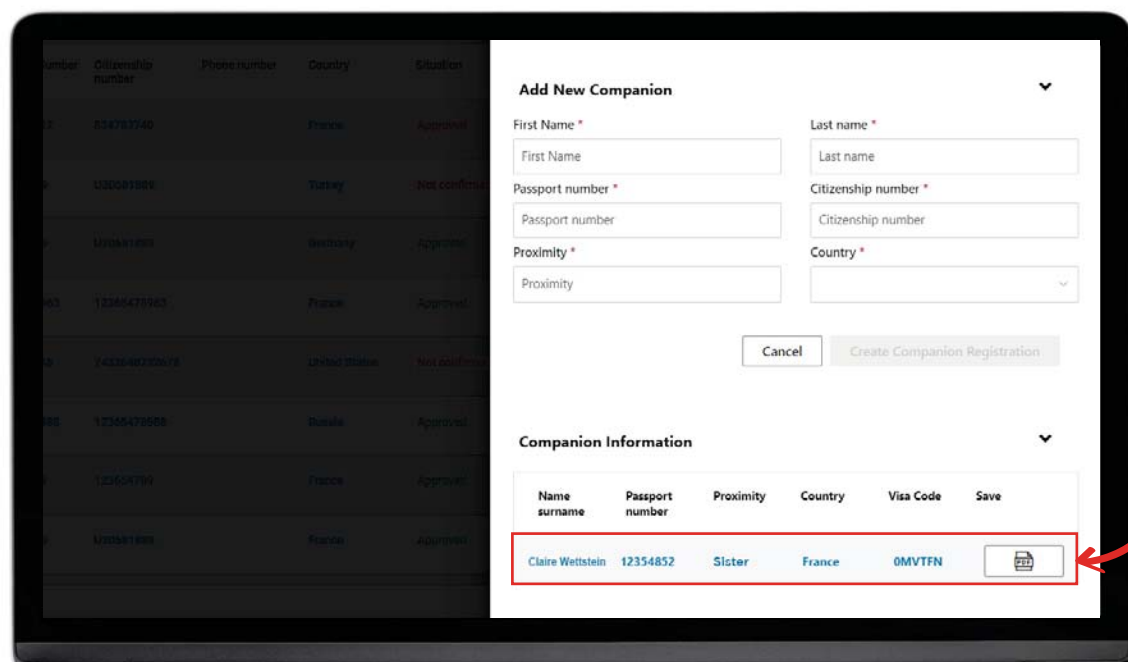
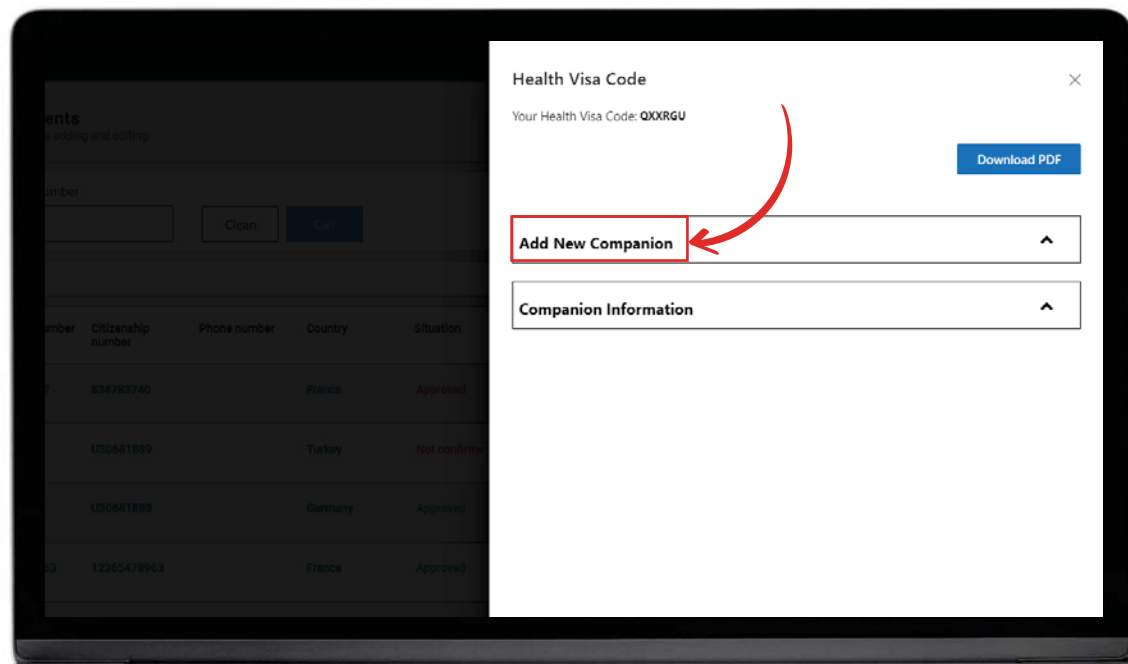


Visa Code





Step 8: If you want to add a companion, you can click the **“View Visa Code”** button next to the patient you have added and add a companion.





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