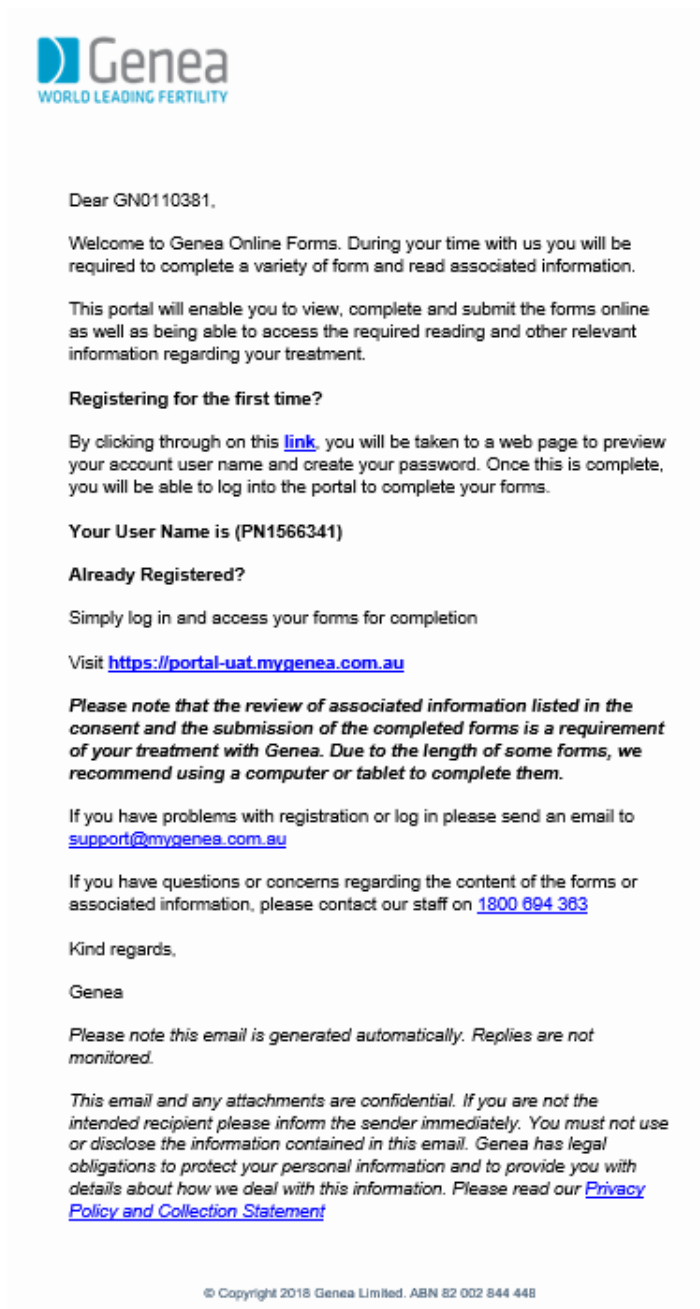


MyGenea Quick Guide

1. Prior to beginning your treatment you will be sent an email (via Secure Mail4Me) with a link to the MyGenea Portal for registration and completion of your online consent and information forms. This email can occasionally be marked as spam by some email providers so please check your spam folder if you are unable to locate it.

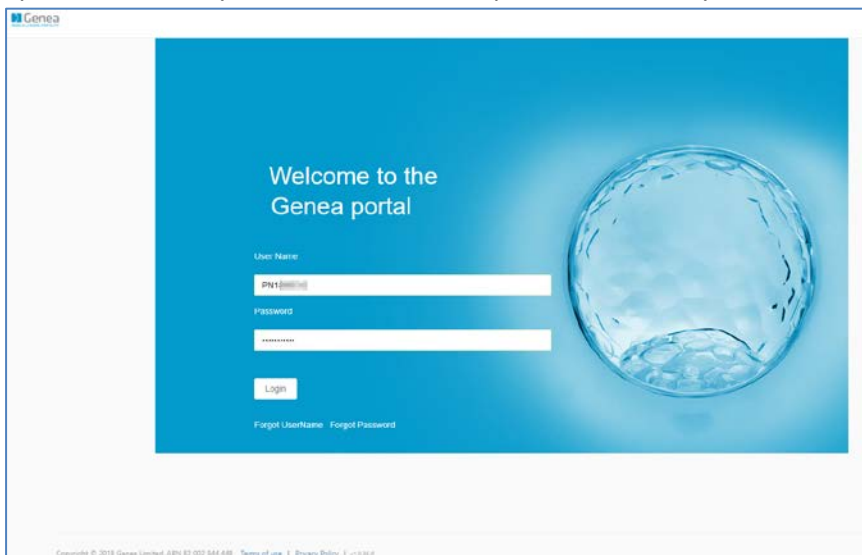


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Revised: 22 March 2019

- When registering for the first time click the registering for the first time 'link' in the email and you will be directed to the My Genea portal to register. Here your username (Patient number) will already be pre-filled so you will only need to create a password. Your user name/ Patient number will be listed in the email you receive for reference.

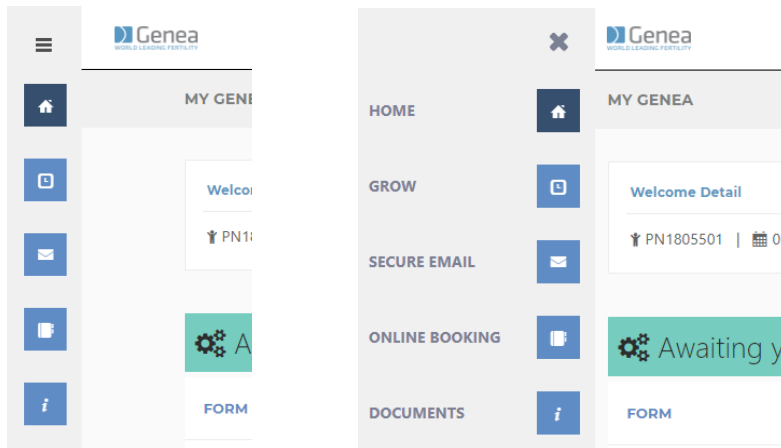


- Once registered, you will access My Genea through the log in screen, seen below. There is an option to recover your username and/or password should you need too

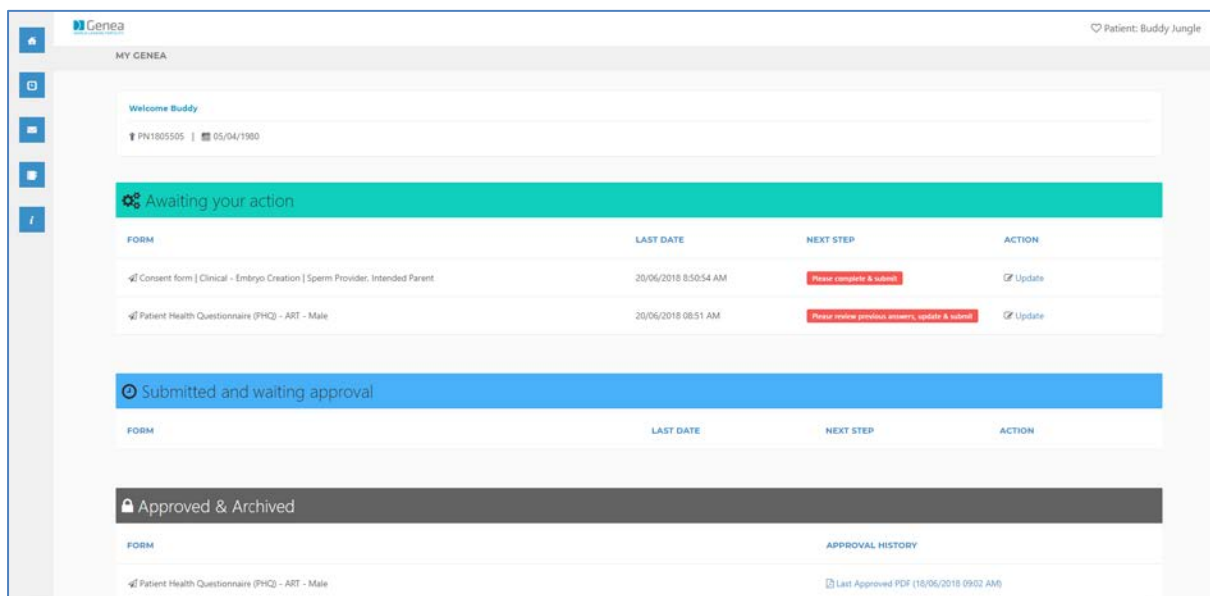


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4. Upon logging in you will arrive at a home page. On the left hand side you will see a number of links to other sections
 - a. Home - online forms
 - b. GROW – embryo imaging
 - c. Secure Mail – Secure Mail4Me
 - d. Online booking - GRAB
 - e. Information – supporting documents



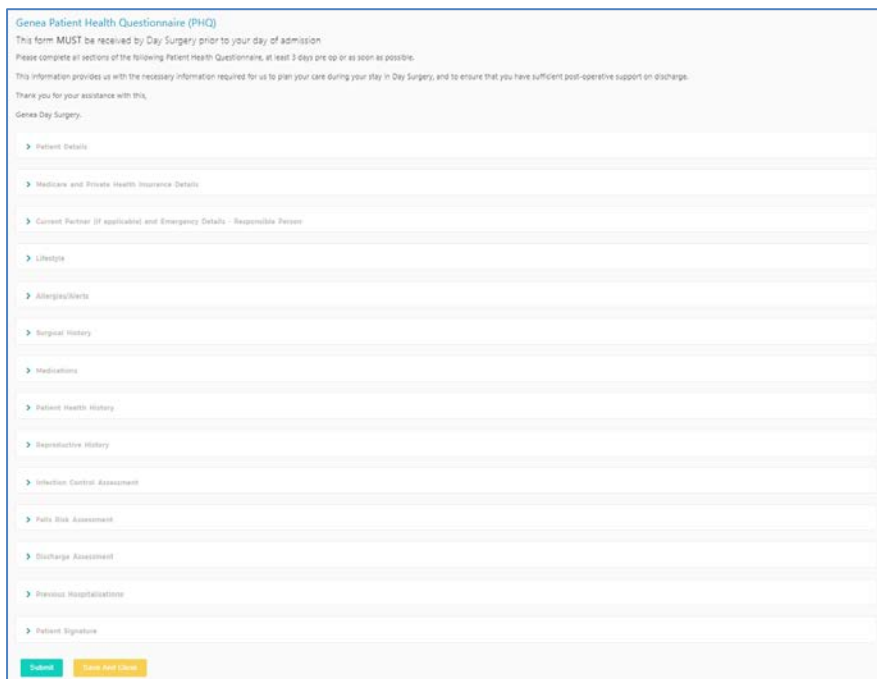
5. The screen is split into 3 sections:
 - a. Awaiting your action - forms you are required to complete
 - b. Submitted and waiting approval - forms you have returned that are now awaiting review by Genea staff
 - c. Approved & archived – forms you have returned that have been reviewed and approved by Genea staff



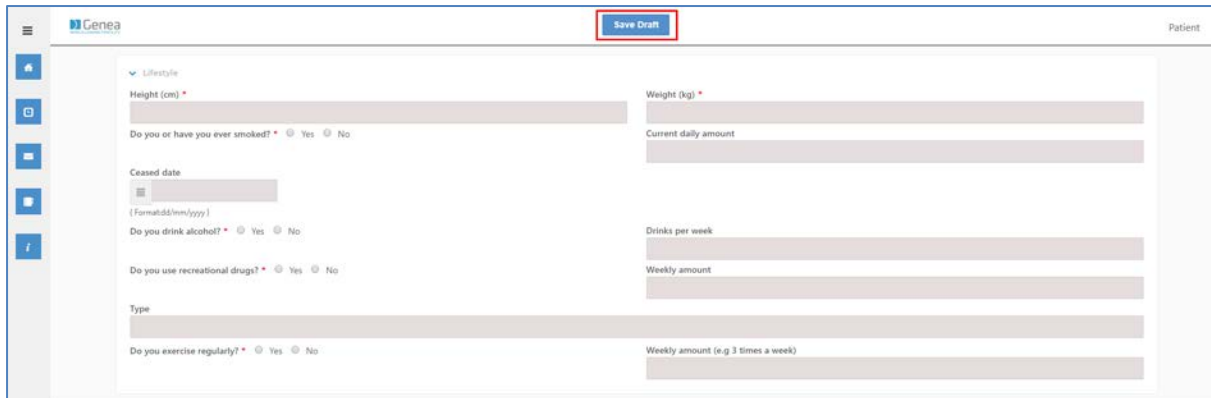
<https://geneaivf.sharepoint.com/sites/isodocs/Fertility Systems/My Genea/My Genea Quick Guide.docx>
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6. Awaiting your action:
 - a. The text in red appearing against each form will alert you to an action or status, i.e to complete the form and submit, in progress or if the document requires you to review and update
 - b. Please click 'Update' to open the form

7. If submitting a Patient Health Questionnaire, the form is split into different sections, you can expand each of these by clicking on the section heading



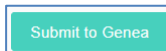
- a. 'Patient details and 'Medicare and private health insurance' details will pre-fill directly from our patient information system and will not be editable. If this information is inaccurate or out of date, please email support@mygenea.com.au or call 1800 MY GENEa for this to be amended prior to submitting your forms
- b. You can save progress at any point while completing the form by clicking 'Save Draft'



- c. To close the form, having saved your draft, click the 'back' button at the bottom of the screen. Please note if you do not click 'Save Draft' any changes will be lost
- d. You can also save and close the form to come back to it at a later time



- e. Once you have completed all mandatory fields you may submit for review and approval by clicking 'Submit to Genea' at the very end of the form
If any fields are not complete you will not be able to submit the form and you will be promoted to complete the missing information highlighted in red text



8. When completing a consent form there will be documents that we require you to read prior to submission. Click on the document name to open the document (in another tab), clicking each link and reading the applicable documents will be indicated by a tick next to each.

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I **Peppa Jungle** acknowledge that I have read and understood the following treatment related information

- Your Fertility Journey AUS

Treatment Involving

I **Peppa Jungle** confirm:

- My involvement in this **Clinical - Embryo Creation** treatment, as the **Gestational Carrier, Intended Parent** under the care of **Kate McIlwaine** at **Genea Melbourne**
- The below mentioned people are the only people involved in the treatment:
 - NAME **Rory Thunder** - Involvement **Sperm Provider**
 - NAME **Polly Thunder** - Involvement **Egg Provider**

Consent is hereby given to Genea and the Fertility Specialist for the following aspects of treatment:

Intended Parent

I understand that:

- I will be responsible for any child born as a result of this treatment

Monitoring

I request the:

- Monitoring of hormone levels by blood test and of follicle development by ultrasound

Ovulation Stimulation/Induction

I request the:

- The administration of applicable hormones, medicines and human-derived substances and any minor procedures that are considered to be standard therapeutic procedures normally associated with this form of reproductive assistance

I understand that, if required:

- The medication ethinyl estradiol is not registered for use in Australia but that its use has been approved by my doctor under the authorised prescriber scheme of the TGA

Gamete Use

I understand that:

- My gamete provider has been offered genetic testing and confirm the below selection is the outcome:
 - My gamete provider has declined genetic testing. I accept the risk of using their gametes and the potential background risk of transmission of inherited genetic diseases (this is the same as the background population risk for any genetic disease).
 - My gamete provider has undergone genetic testing and has not been identified as a carrier of a genetic condition. I accept that there are other genes that have not been tested and so a negative result does not provide certainty that a conceived child will not develop an abnormality.
 - My gamete provider has undergone genetic testing and has been identified as a carrier of a genetic condition. I understand that I am required to have Genetic Counselling and the other gamete provider (whether that be myself or another person) is required to undertake genetic screening. I understand that if a mutation for the same genetic disease is detected, embryo creation with preimplantation genetic testing will be required as the type of treatment.

- a. There may also be mandatory fields that require you to make a selection or enter text, you will be prompted by the system to do this should you happen to miss an element and proceed to submit the document

Gamete Use

I understand that:

- My gamete provider has been offered genetic testing and confirm the below selection is the outcome:
 - My gamete provider has declined genetic testing. I accept the risk of using their gametes and the potential background risk of transmission of inherited genetic diseases (this is the same as the background population risk for any genetic disease).
 - My gamete provider has undergone genetic testing and has not been identified as a carrier of a genetic condition. I accept that there are other genes that have not been tested and so a negative result does not provide certainty that a conceived child will not develop an abnormality.
 - My gamete provider has undergone genetic testing and has been identified as a carrier of a genetic condition. I understand that I am required to have Genetic Counselling and the other gamete provider (whether that be myself or another person) is required to undertake genetic screening. I understand that if a mutation for the same genetic disease is detected, embryo creation with preimplantation genetic testing will be required as the type of treatment.

9. When submitting any document type you will be required to complete a 2 step SMS verification. A pop up window will confirm we have your mobile number

2-step verification ✕

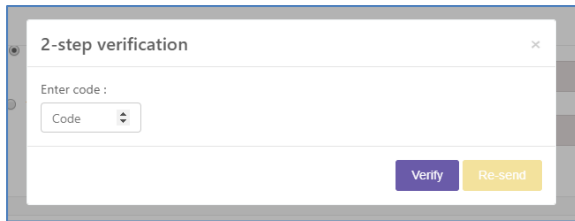
In order to submit your forms, we need to verify your credentials by sending an SMS verification code to your mobile.

Your mobile number is **04022**

Is this correct ?

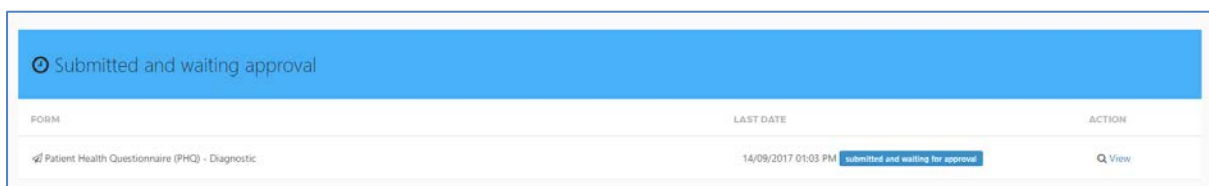
Yes
No

- a. If you click yes, you will receive a 5 digit code via SMS, which you will enter into the pop up window to confirm your identity and finalise submission of the form



- b. If the number is incorrect you will be prompted to contact Genea to update the mobile number we have on record

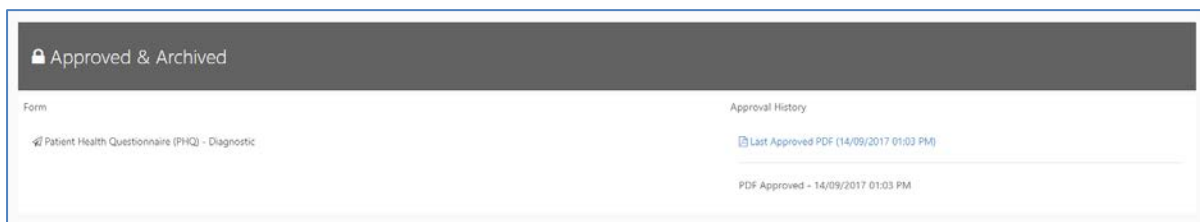
10. Once you have submitted a form it will appear in the 'Submitted and waiting approval' section



FORM	LAST DATE	ACTION
✔ Patient Health Questionnaire (PHQ) - Diagnostic	14/09/2017 01:03 PM	submitted and waiting for approval Q View

11. Any submitted forms which have been reviewed and approved by Genea will appear in the 'Approved and archived' section

- a. You will be able to view the form clicking on the PDF file, from there you are welcome to print or download the file as you wish
- b. Please note that further information or clarification of submitted forms may be required, at which point you will receive another email prompt to login and make an amendment etc



Form	Approval History
✔ Patient Health Questionnaire (PHQ) - Diagnostic	<ul style="list-style-type: none"> 📄 Last Approved PDF (14/09/2017 01:03 PM) PDF Approved - 14/09/2017 01:03 PM

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