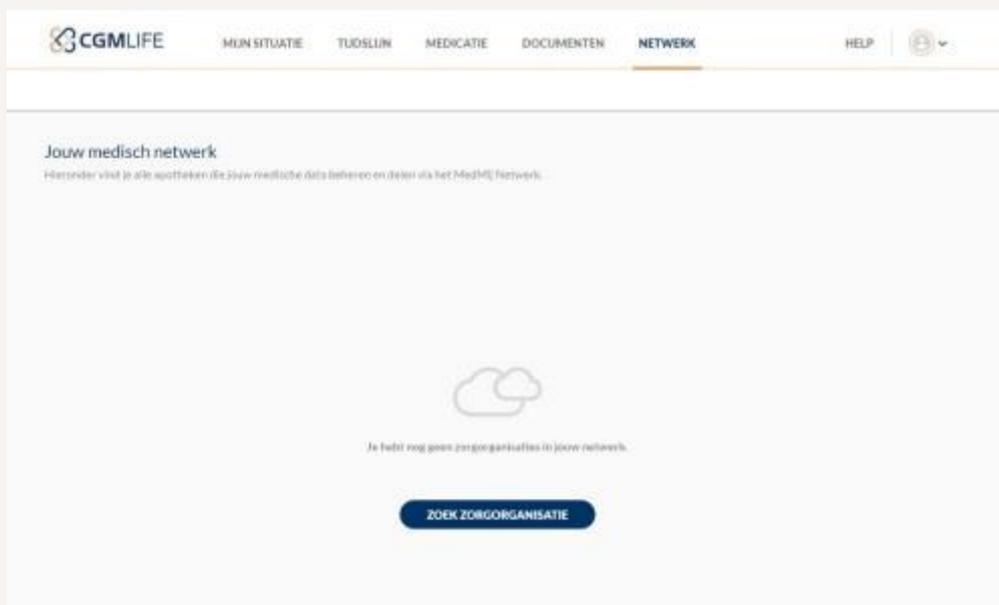# CGMLIFE

First Use **Manual**

Look up healthcare organization and retrieve data

After you have created a CGM LIFE ID, you have access to your **PGO** (Personal Health Environment).

1) Log in your Personal Health Environment **(PGO)** via **mijnlife.nl**;

You have created your **CGM LIFE ID** and will return to the page where you started the registration. You are now on the **NETWORK** page.

On this page you can search for your healthcare providers and also where your healthcare providers are stored if you have had a successful data exchange with the healthcare provider in question. In addition, this page provides access to your complete medical file of your doctor and later also the hospital and possibly your mental health institution. In short, an important part of your PGO.

2) Click on: **"ZOEK ZORGORGANISATIE"** ("Search Healthcare Organization/Provider");

After you have done this, you will come to a page with a field.

Here you can search for your healthcare providers. **Please note:** not all care providers will be found yet. As long as your care provider is not connected to the (MedMij) PGO-network, you cannot find the organization. In addition, it is important to know what the "MedMij-name" is of your healthcare organization. General practitioners, pharmacies and other healthcare providers all have a unique "MedMij-name" with which they can be found by you in your PGO. Usually this will be very similar to the "normal" practice or pharmacy name.

3) Enter the search term and press **"ENTER"**;
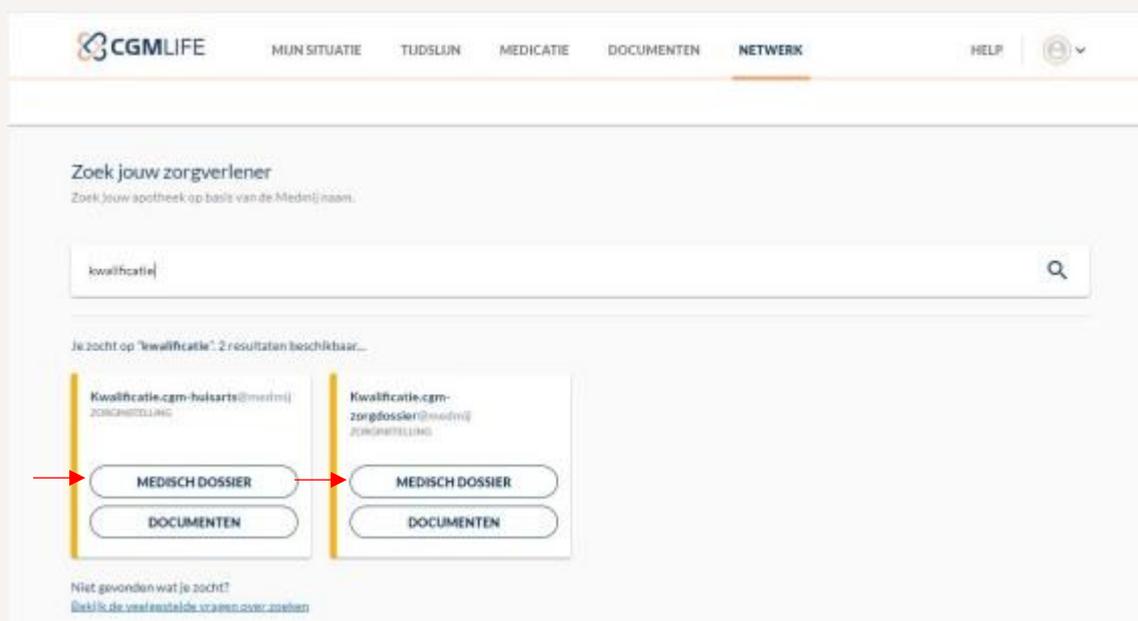
Based on the entered search term, you will see one or more results. Under the name of the healthcare organization (in this case test GP-Practices), you immediately see what data you can retrieve. For these two practices you can, for example, retrieve your medical file and documents.

In this example, the test user is a patient at "Kwalificatie.cgm-huisarts@medmij". To retrieve your file, click on **[MEDISCH DOSSSIER/MEDICAL FILE]** and start the flow.

4) Click on **"INLOGGEN"**/Log in;

5) Please indicate that you agree to the Terms of Use and click **"LOG IN WITH DIGID"**;

EXAMPLE 1 – Log in to DigiD using your Username and Password

For the explanation on how to log in with the DigiD app, please see **page 5.**

**6)** You start at the well-known **overview of DigiD** (see next picture);

Here you have to indicate how you want to use DigiD. For more information about the different ways in which you can log in with DigiD, we would like to refer you to **https://www.digid.nl/inlogmethodes/**;

On this manual we will approach the first two possibilities: logging in with **username and password** (Example 1) or via the **DigiD app** (Example 2).

Remark: Both the DigiD website and app have English versions.

7) For **Example 1**, click on **"Met gebruikersnaam en wachtwoord"** and fill in your username and password and click on **"INLOGGEN"**;
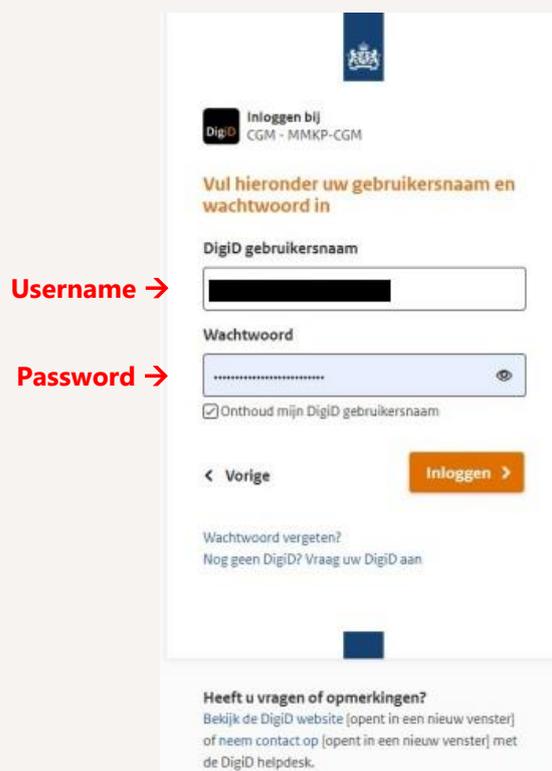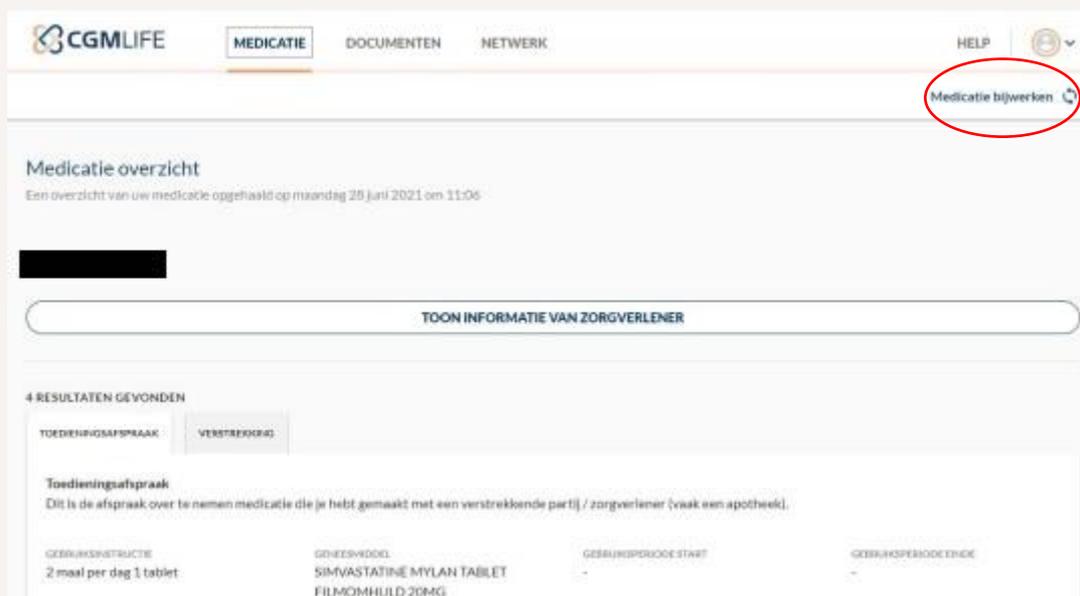
8) Give permission;

Now you need to give permission to "us", your **PGO-website** and the system of your **healthcare provider**, to be allowed to exchange data on your behalf.

EXAMPLE 2 – Log in to DigiD using the app on your mobile phone

In this example we start from another point in your PGO, at **Medication**.

After a medication has been collected for the first time, you can find the medication details here. If you want to retrieve the medication data again, click on: **"MEDICATIE BIJWERKEN"** = UPDATE MEDICATION (located at the top right of the screen).

9) Click on **"INLOGGEN"**/Log in;

10) You will again have to agree to the terms of use and then click on **"LOG IN WITH DIGID"**;

This time, on the overview page of DigiD, instead of selecting the option "Met gebruikersnaam en wachtwoord" (Example 1), select the option **"Met de DigiD app"**.

11) After selecting the option "Met de DigiD app" open the DigiD app on your phone or tablet and click **"START"**.
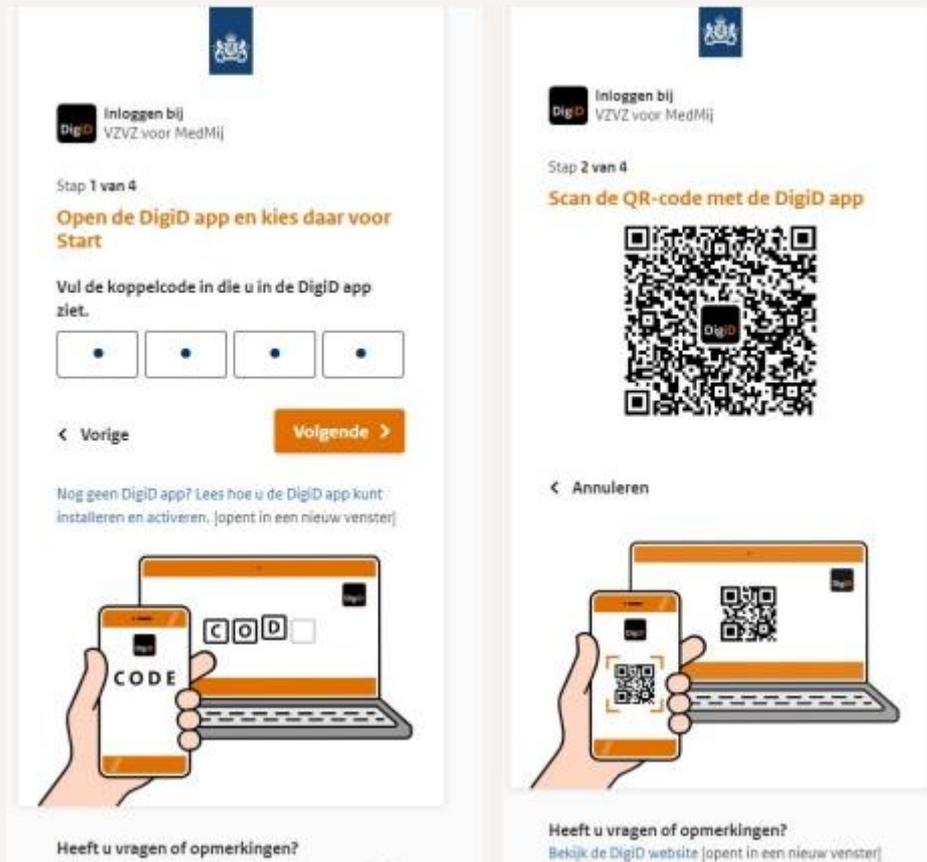
Here you include the **code** that will be generated by your DigiD app.

Click on **"VOLGENDE/Next"** both on the website and in the app. Scan the **QR-code** with your telephone or tablet and click on your DigiD app on **"INLOGGEN/Log in"** and enter your PIN. Exit with "OK".

12) The next page will automatically appear in the **PGO**;

By this method it is also necessary for you to give us your permission (both to the **PGO-website** and the system of your **healthcare provider)**, so we are allowed to exchange data on your behalf. Therefore, don't forget to click on **"Ja, ik geef toestemming"/" Yes, I give permission"**.

From here on you can proceed with the "normal" flow to retrieve your data

After a few seconds or a little longer, depending on how much data is in your file, the following screen follows:

Your data has been **successfully retrieved** and if you go further down on the website, your data will all be shown neatly!

With the filtering shown above, you can show more or less or search very specifically for certain parts within your file (for example, only your **Medication appointments**).

Search for new Health Organisation / Edit Retrieved data:
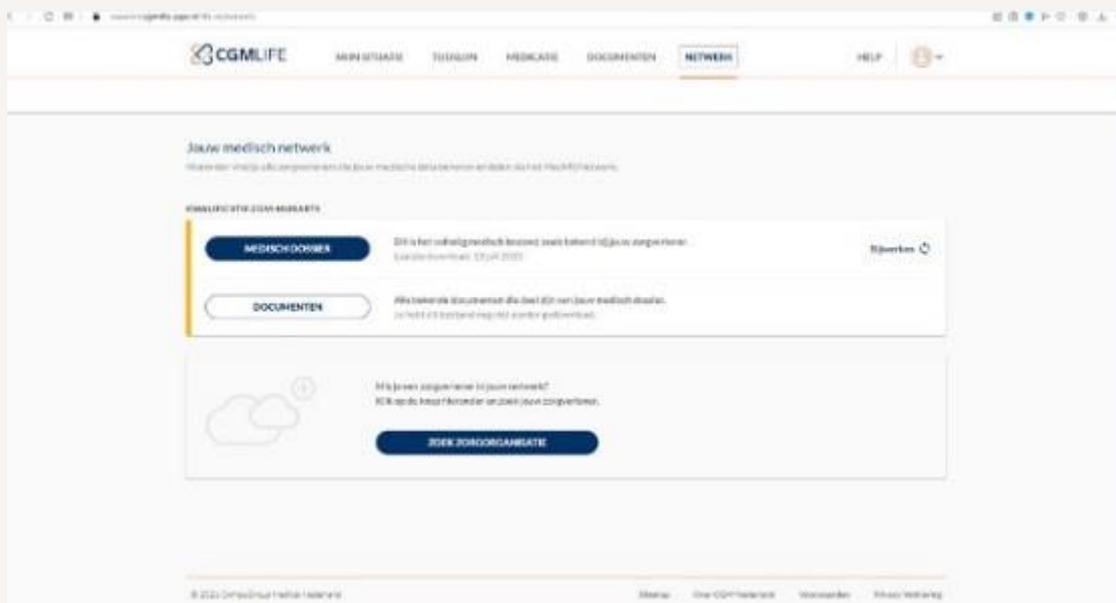
Via the **NETWORK** tab, you can use the "**ZOEK ZORGORGANISATIES**/ FIND HEALTHCARE ORGANIZATIONS" button to add new caregivers. If you have already retrieved data, you can use the button "**BIJWERKEN**/ UPDATE" to retrieve new data.