

Using ClinicPro Capture

Taking clinical photos on your phone, and asking patients to send their own. Both land straight in the patient's record in Medtech. No IT experience needed, and nothing here can break anything.

CLINICPRO CAPTURE • PRACTICE STAFF GUIDE

What's in here

PART 1 Taking photos yourself

With the patient in front of you. 13 steps, and you will not need the guide after the second time.

PART 2 Asking the patient to send photos or documents

A secure link, emailed to them. 5 steps. For the passport, the ACC form, the rash that has settled since.

PART 3 Creating an account, for NHI search

Only if you need to find patients away from the practice. 4 steps, done once.

LAST If something doesn't look right

The three things that actually go wrong, and what each one means.

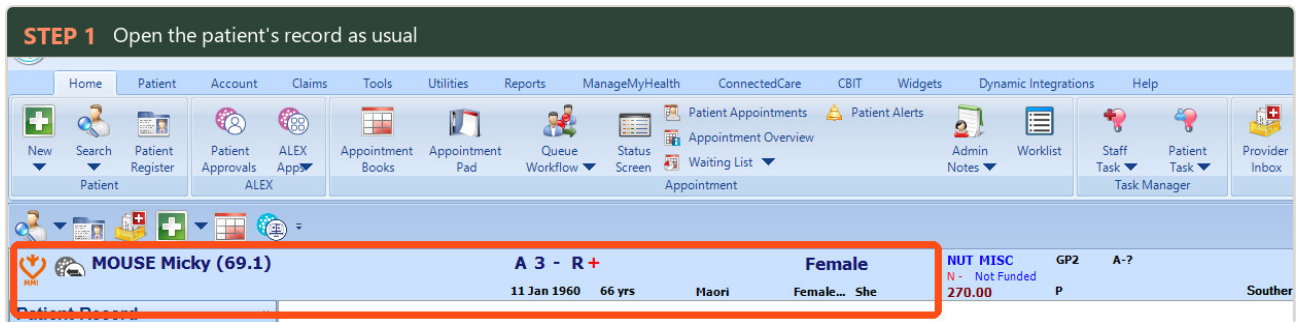
TWO WAYS TO GET A PHOTO IN

You take it on your own phone during the consult, or **the patient sends it** from home using a secure link you email them. Part 1 covers the first, Part 2 the second. Both end up in the same place, the patient's inbox in Medtech.

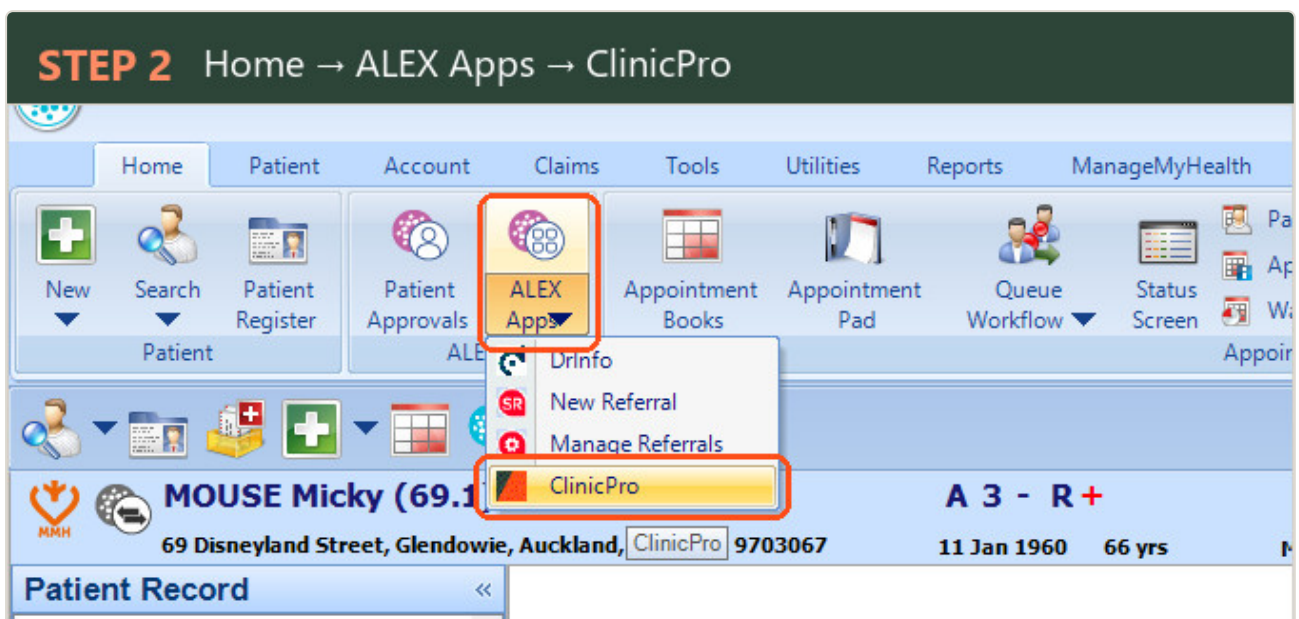
Part 1 • Taking photos yourself

At the computer running Medtech. You'll need your own phone, with a camera and a QR code scanner. **Google Lens** is a good option if you don't have one.

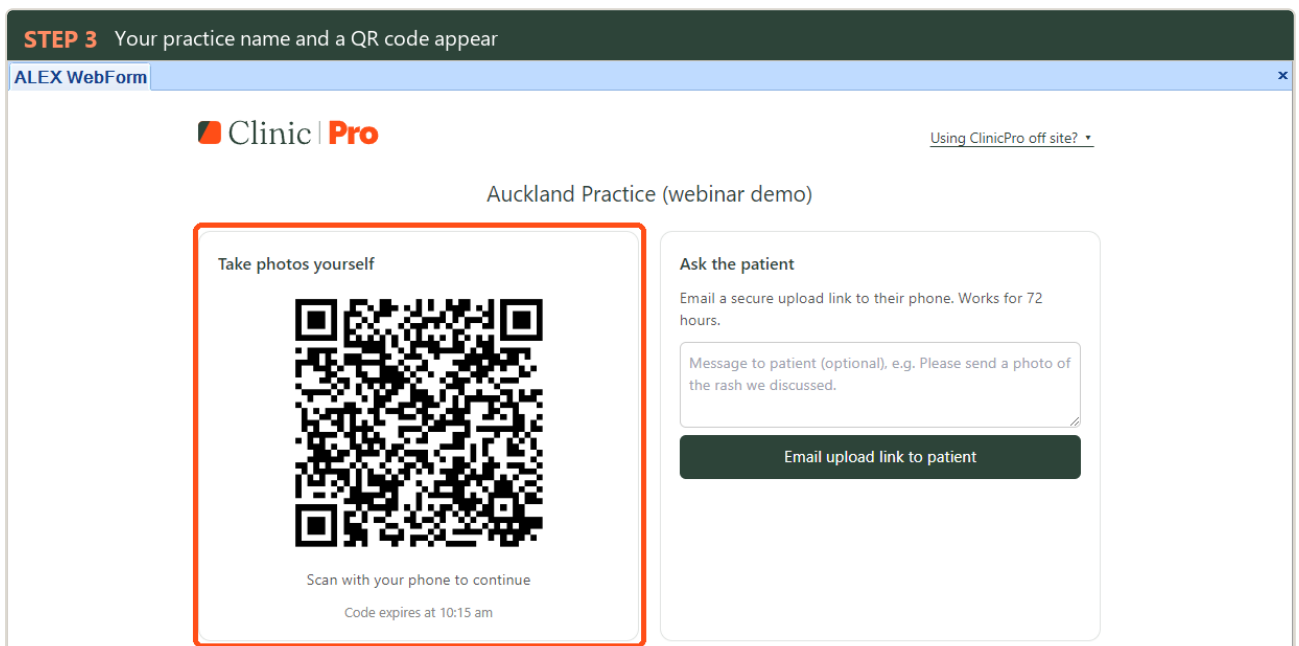
- 1 Open the patient's record in Medtech Evolution exactly as you normally would.



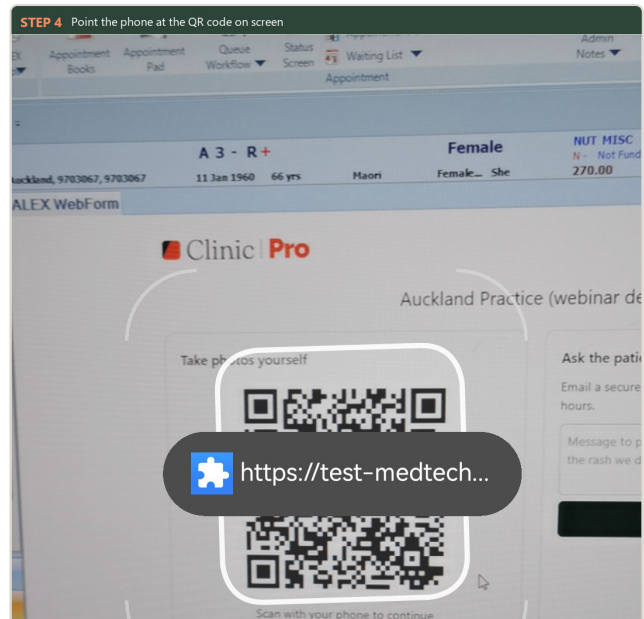
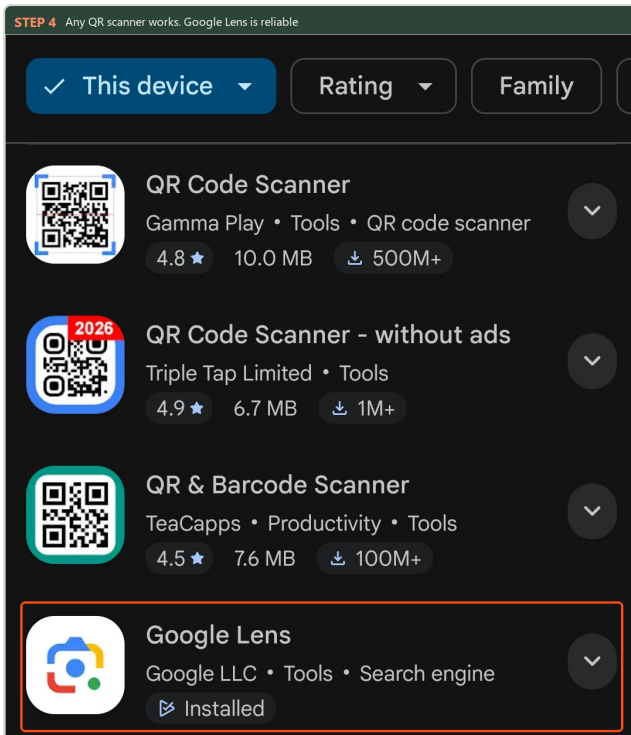
- 2 With the record open, click **Home > ALEX Apps > ClinicPro**.



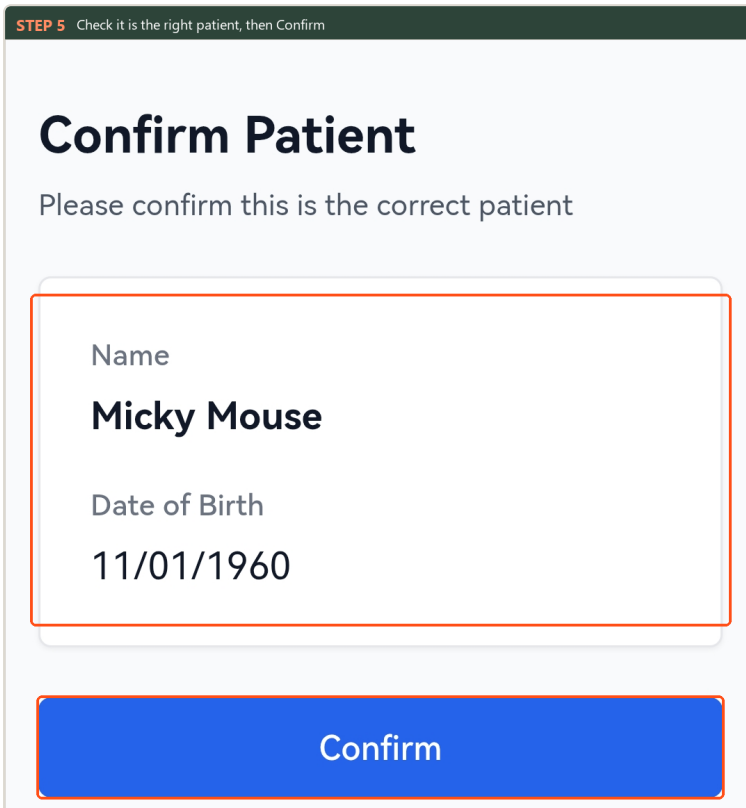
- 3 A ClinicPro window opens showing **your practice name and a QR code**.



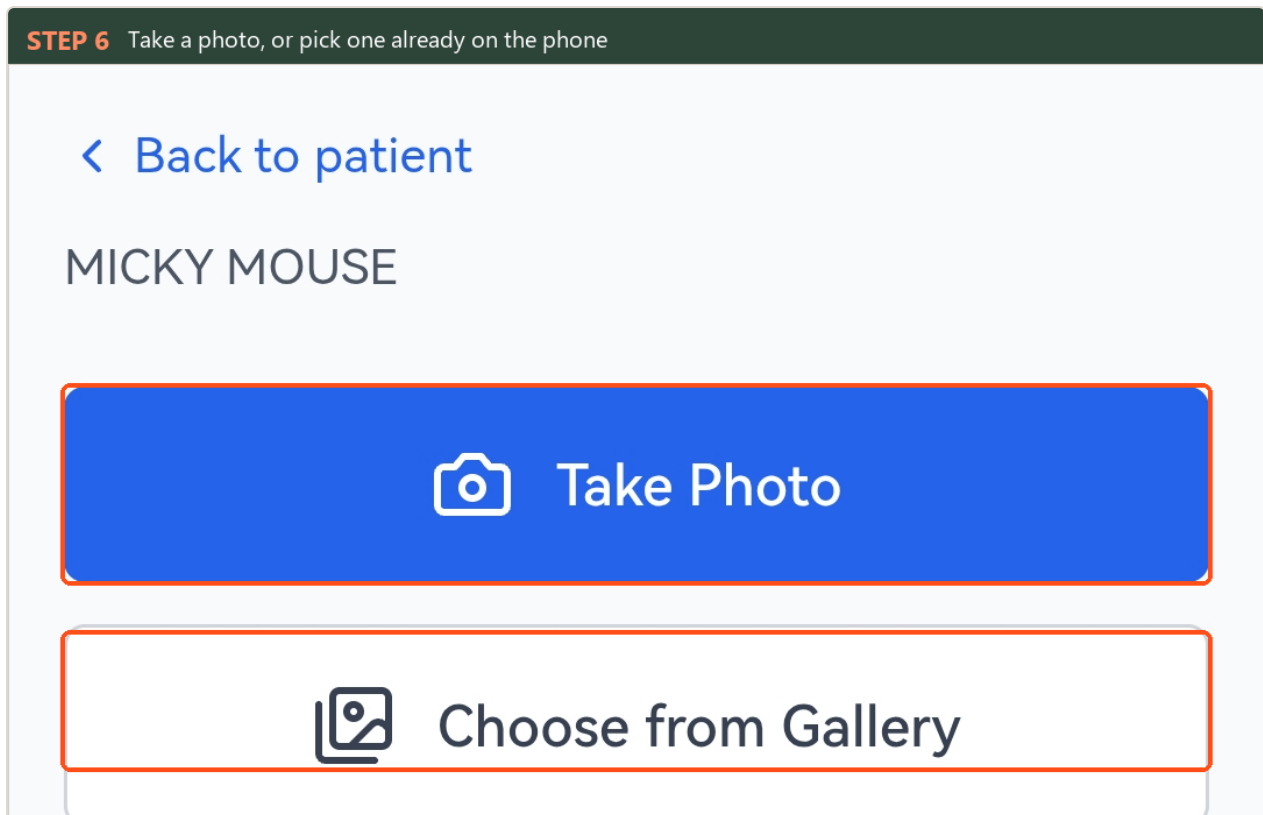
- 4 Now pick up your phone and open a **QR code scanner**. Any scanner app works. Point the phone at the QR code on your screen and tap the link that appears.



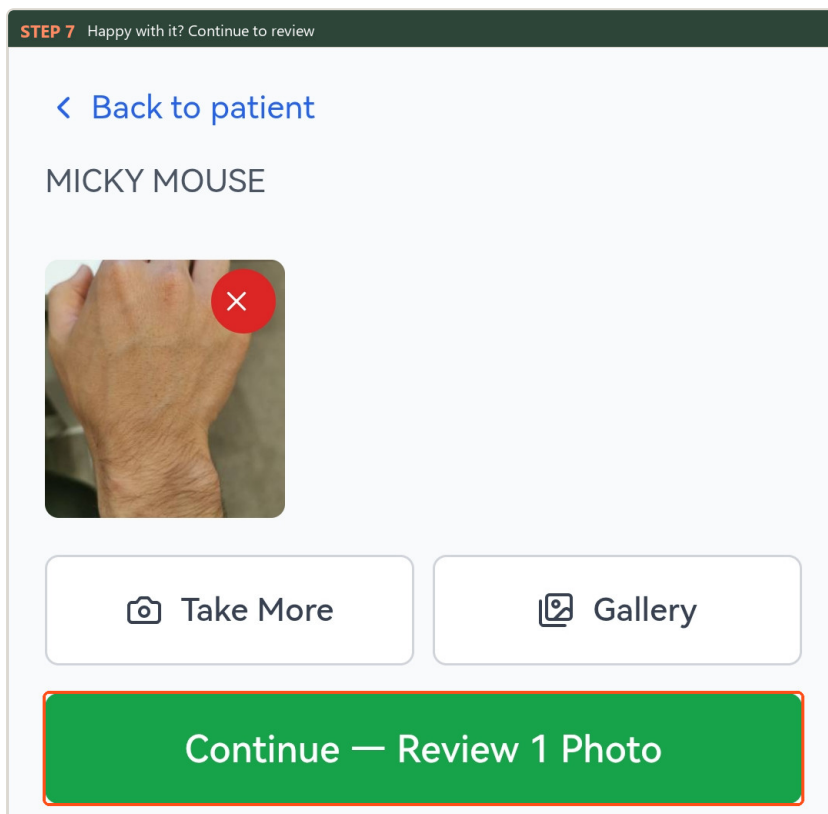
- 5 Your phone opens ClinicPro and shows **who the patient is**. Check the name and date of birth match the person in front of you, then tap **Confirm**. If it's the wrong patient, tap the option underneath to search again.



- 6 Tap **Take Photo** to use the camera, or **Choose from Gallery** if you have already taken the photo.



- 7 Take as many photos as you need, using **Take More** between shots. When you're happy with them, tap **Continue** to review.



- 8

STEP 8

Name the image. Everything else is optional

MICKY MOUSE

1 OF 1



Mark up

☒ Add timestamp (date and time only)

Right

Left

N/A

Description *

e.g. Rash on forearm

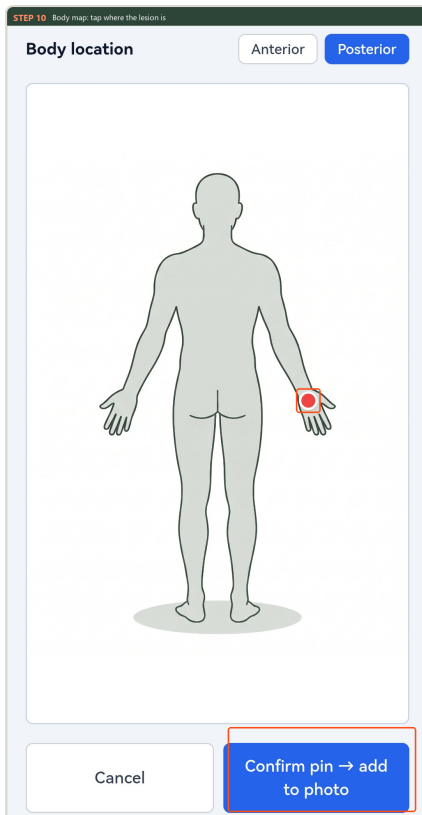
Image Type (optional)

— None —

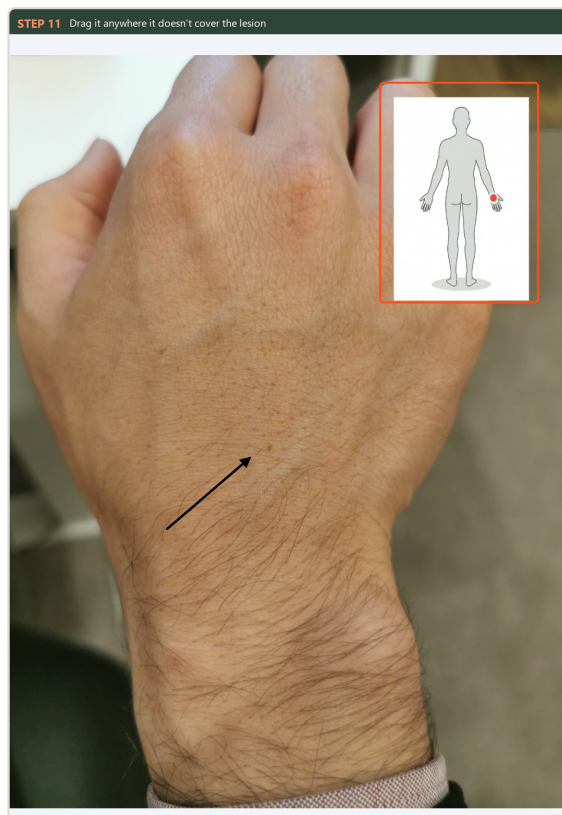
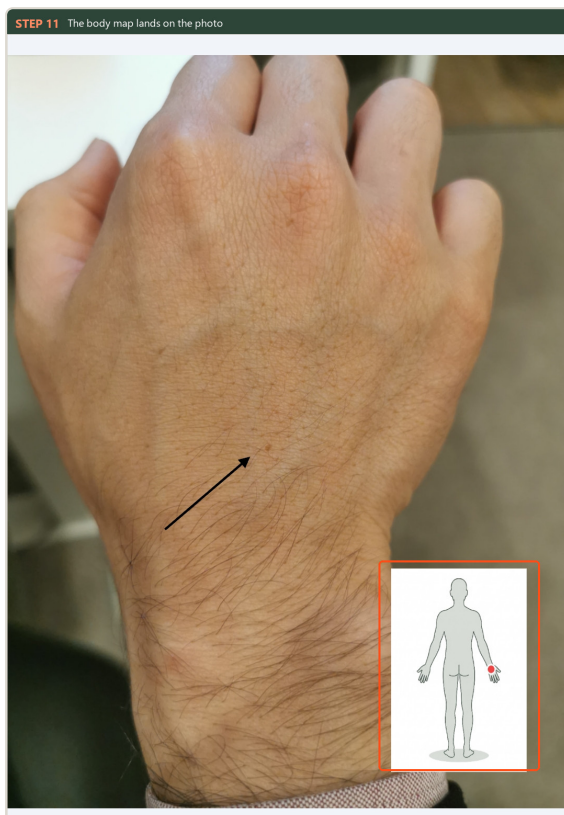
- 9

STEP 9 Mark up: draw, arrow, circle

- 10 Body map (optional).** Tap the little figure icon, switch between **Anterior** (front) and **Posterior** (back), then tap the spot on the body where the lesion is. Tap **Confirm pin** to add it.



- 11** The body map is added onto the photo as a small inset. **Drag it anywhere you like**, so it doesn't sit over the thing you're trying to show.



- 12 Image type (optional).** One tap to say what kind of shot it is: Close-up, Dermoscopy, Wound, Pre-op, Post-op or Follow-up. Setting the side (**Right** or **Left**) adds it to the name automatically, so "Hand lesion" becomes "Right-Hand lesion".

STEP 12 Named, side set, ready to send

☒ Add timestamp (date and time only)

Right Left N/A

Description *

Hand lesion |

Image Type (optional)

— None —

Subject preview: Right-Hand lesion

STEP 12 Image type describes the shot in one tap

— None —

Close-up

Dermoscopy

Wound

Pre-op

Post-op

Follow-up

- 13 Tap Upload.** The image goes straight into the patient's inbox in Medtech, resized for you, with the date and time on it. You can then go straight on to the next patient without going back to the computer.

STEP 13 Straight into the Medtech inbox, resized for you

MICKY MOUSE

1 photo saved to Medtech Inbox Scan

STEP 13 Go straight on to the next patient

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Photos sent

Scan the next patient's code to carry on.

Scan next patient

CHECK THE NAME EVERY TIME

Step 5 is the one step worth slowing down for. The QR code carries the patient the record was open on, so if the wrong record was open, the photo goes to the wrong patient. Reading the name and date of birth off your phone takes a second and catches it.

NOTHING IS LEFT ON YOUR PHONE

The photo is sent to the patient's record and is not saved to your phone's camera roll.

You are working inside a web page, not an app, so there is nothing to sign out of or wipe if you change phones.

Part 2 • Asking the patient to send photos or documents

For the follow-up rash, the passport, the ACC form, the specialist letter. Anything the patient has and you need in the record.

- 1 Back on the ClinicPro window in Evolution, use the **Ask the patient** panel on the right. Type a short message saying what you need, for example **Please upload your passport image**, then click **Email upload link to patient**. It goes to the email address held in their record.

STEP 1 Type what you need, then send the link

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Using ClinicPro off site? ▾

Auckland Practice (webinar demo)

Take photos yourself



Scan with your phone to continue
Code expires at 10:15 am

Ask the patient

Email a secure upload link to their phone. Works for 72 hours.

Please upload your passport image

Email upload link to patient

STEP 1 Confirmation that the link went out

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Using ClinicPro off site? ▾

Auckland Practice (webinar demo)

Take photos yourself



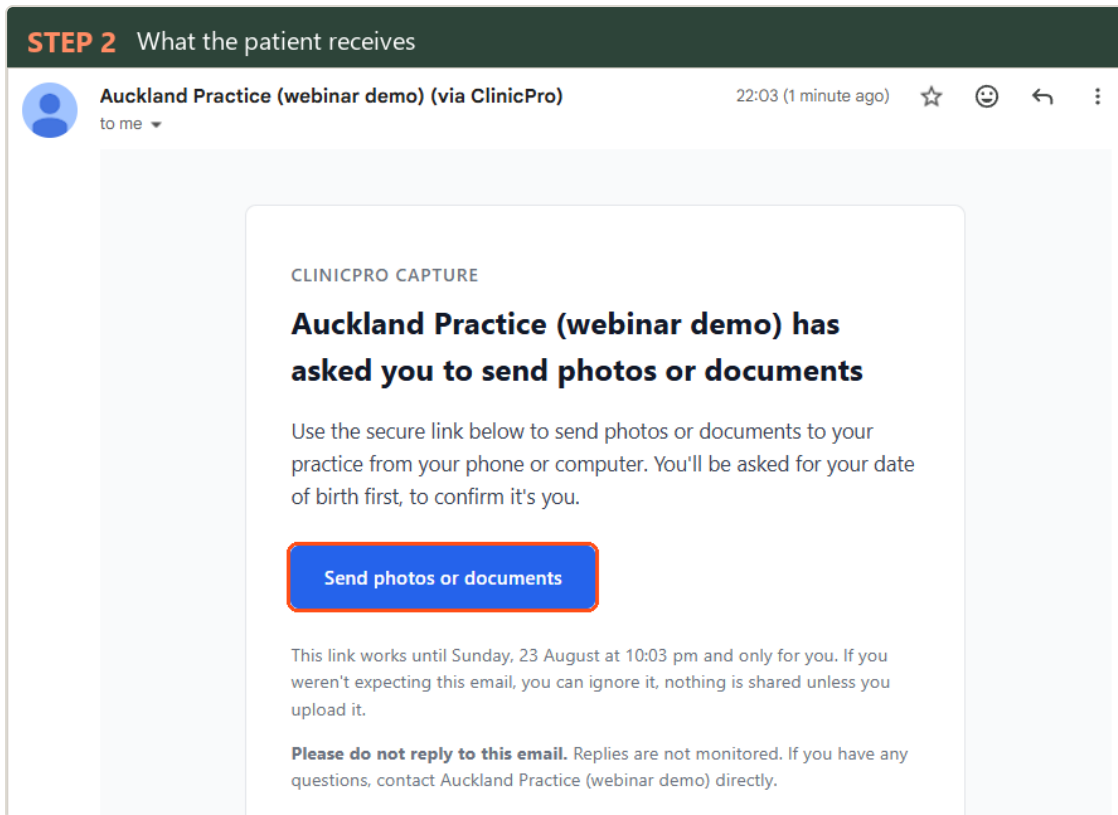
Scan with your phone to continue
Code expires at 10:22 am

Ask the patient

Email a secure upload link to their phone. Works for 72 hours.

Link emailed to **mickymouse@email.co.nz**. It works for 72 hours (closes 1 hour after their last upload).

- 2 The patient receives an email from **no-reply@clinicpro.co.nz** with your practice name in it, and a single button to tap. It tells them not to reply, and to contact the practice directly if they have questions.



- 3 When they tap the button they're asked for their **date of birth** before anything opens, so the link is no use to anyone else. This works on a phone or a computer.

The screenshot shows a form titled "Send photos or documents" with the subtitle "Your practice sent you this secure link. Enter your date of birth to continue." Below this, it says "Date of birth". There are three input fields labeled "DD", "MM", and "YYYY" which are highlighted with a red border. Below these fields is a blue button labeled "Continue".

- 4 On a computer they can either choose files from that computer, or **scan the QR code** to carry on with their phone camera. They can send photos and PDFs together, and add a short note to each one so you know what you're looking at.

STEP 4 On a computer: upload files, or hop to the phone

Send photos or documents

Choose photos or PDF documents to send securely to your practice.

 Choose Photos or PDFs

Need to take a photo?



Scan this with your phone's camera to carry on there, where you can take photos directly.

Can't scan it? Open the link from your email on your phone instead.

Send files

STEP 4 Photos and PDFs, with a note on each

Photo 1

[Remove](#)

What is this? e.g. rash on left arm

passport-scan.pdf

[Remove](#)

What is this? e.g. rash on left arm

Send 2 files

5

Everything the patient sends arrives in your **provider inbox** in Medtech, filed under **SCAN**, alongside the photos you took yourself.

STEP 5 Everything lands in the inbox, filed under SCAN

ALEX WebForm Patient Inbox										
Inbox Attachment Manager SMS Inbox ManageMyHealth										
Folder & View										
View	Unread	Tsk	Result Date	Imported Date	Subject	Comment	Classification	Provider	Attention	Folder
Abnormal	0	☐	20 Aug 2026	20 Aug 2026	Patient upload — passpor			ADM	ADM	SCAN
Acceptable Range	0	☐	20 Aug 2026	20 Aug 2026	Patient upload — Patient			ADM	ADM	SCAN
Default View	4	☐	20 Aug 2026	20 Aug 2026	Right-Hand lesion			ADM	ADM	SCAN
Folder	Unread	☐	16 May 2017	16 May 2017	BodyMaps : elbow			GP1	JD	BMAP
Laboratory	1	☐	11 Oct 2016	11 Oct 2016	Scanned Document			GP1	JD	SCAN
Scan	3	☐	16 Jun 2016	16 Jun 2016	BodyMaps			GP1	JD	BMAP
BodyMaps	0	☐	14 Jun 2016	14 Jun 2016	BodyMaps			GP1	JD	BMAP
Acc	0	☐	14 Jun 2016	14 Jun 2016	BodyMaps			GP1	JD	BMAP
KidZnet	0	☐	14 Jun 2016	14 Jun 2016	BodyMaps			GP1	JD	BMAP
Meddocs	0	☐	10 Jun 2015	10 Jun 2015	Inr Prothrombin Ratio			JD	JD	LAB
Other	0	☐	10 Jun 2015	10 Jun 2015	Thyroid Function Tests			JD	JD	LAB
Radiology	0	☐	10 Jun 2015	10 Jun 2015	Renal Function Tests			JD	JD	LAB
Referral/Discharge	0	☐	10 Jun 2015	10 Jun 2015	Albumin Creatinine Ratio			JD	JD	LAB
Special Authorities	0	☐	10 Jun 2015	10 Jun 2015	Lipid Tests			JD	JD	LAB
NIR	0	☐	10 Jun 2015	10 Jun 2015	Inr Prothrombin Ratio			JD	JD	LAB
Health Docs	0	☐	10 Jun 2015	10 Jun 2015	Inr Prothrombin Ratio			JD	JD	LAB

THE LINK EXPIRES

It works for **72 hours**, and closes an hour after their last upload. If a patient comes back later saying it no longer works, just send them a new one from the same panel.

Part 3 • Creating an account, for NHI search

Only needed if you want to look patients up by NHI number away from the practice, on a rest home round or a house call. For everything in Parts 1 and 2 you do not need an account at all.

WHY YOU NEED AN ACCOUNT

Looking a patient up by **NHI has to be signed in**, so that not just anyone can do it. That is the reason.

Everywhere else in this guide you scan a QR code from Evolution, which already says who the patient is. Nothing to search, so nothing to sign in to.

- 1 At your practice, open ClinicPro from Evolution as usual. Click **Using ClinicPro off site?** in the top right corner, type **your work email**, and click **Email me a code**.

STEP 1 Top right: Using ClinicPro off site?

ALEX WebForm

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Take photos yourself



Scan with your phone to continue
Code expires at 11:50 am

Ask the patient

Email a secure link to the patient's email address.
hours.

Message to patient (optional), e.g. Please send a photo of the rash we discussed.

Email upload link to patient

Using ClinicPro off site? ▾

Create an account to look up patients by NHI instead of scanning a QR code.

you@practice.co.nz

Email me a code

- 2 Check that email, type the code in, and click **Create account**. That is the account made. You do not need to do anything else on the computer.

STEP 2 Type the code from your email, then Create account

ALEX WebForm

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Take photos yourself



Scan with your phone to continue
Code expires at 11:50 am

Ask the pat

Email a secur
hours.

Message to
the rash we discussed.

Email upload link to patient

Create an account to look up patients by NHI instead of scanning a QR code.

Check **ryo@clinicpro.co.nz** for your code.

0 0 0 0 0 0 0

Create account

- 3 Now on your phone, go to **medtech.clinicpro.co.nz** and sign in with the same email address. You will be sent a one-time code to enter, the same way you just did.
- 4 That is it. You can now look a patient up by **NHI number** from anywhere, without needing a QR code from Evolution. Everything after that is identical to Part 1: confirm the patient, take the photo, name it, upload.

MAKE IT ON YOUR OWN EVOLUTION LOGIN

The account is tied to whoever is signed in to Evolution on that computer at the time, because that is how ClinicPro knows which staff member you are. Making it on a colleague's open Evolution session would file your photos under their name. Sign in to Evolution as yourself first.

If something doesn't look right

- **No ClinicPro under ALEX Apps.** Either the practice setup hasn't been done, or that staff role doesn't have **ALEX Apps** ticked in its access privileges. Nothing appears and no error is shown, so this is almost always the reason one person can see it and another can't.
- **The QR code won't scan.** Try Google Lens rather than another scanner app, and make sure the ClinicPro window isn't partly behind another window. Codes expire after a few minutes, so if the window has been open a while, close it and click ClinicPro again.
- **The patient says they didn't get the email.** Check the address in their record first, then ask them to look in junk. Send a fresh link rather than trying to reuse the old one.

Questions, or stuck partway through? Email ryo@clinicpro.co.nz any time, we reply within 24 hours, seven days a week. Or [book a Wednesday session](#) and we'll go through it together on a call.