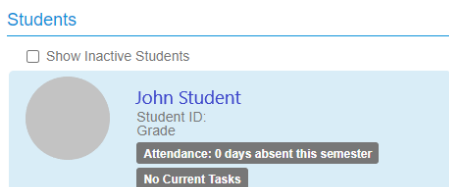




# Creating/Updating a Medical Profile

## PAM

- Open & Log into PAM  
(See *Logging into PAM* instructions if needed)
- Click on the blue student box for the student you wish to create/update the medical profile for

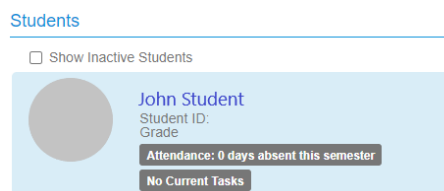


- Click on *Medical Profile* in the student profile menu. (If you are on a small screen, the profile menu will become a drop-down box)

## Simon Everywhere

Please note, the app may differ slightly between android and apple phones. Instructions were made using an android phone.

- Click on the *Home* button under the *Holy Rosary Primary School (PAM)* header
- Click on the blue student box for the student you wish to create/update the medical profile for



- Click on *Medical Profile* in the student profile menu drop-down box



## On Both PAM & SIMON Everywhere

### Creating a profile for the first time:

**Note:** To complete a Medical Profile, you will need to have your Medicare Card details. We suggest you have it ready, along with your Healthcare Card, Ambulance Cover and Private Health Cover information, before you start as you will not be able to save your profile without these details.

- If you are creating a profile for the first time, you will be taken straight into edit mode.
- Complete the fields as required (the form looks long, but most are simple yes/no questions)
- Tick to confirm that the details are correct
- Click on the *Save Details* button to complete your profile

I confirm that the above details are true and up to date, and that these details will be available to school teachers and staff.

Save Details

### If you are updating a profile:

- Click on the blue *Edit Details* button at the top of the medical profile

Edit Details

- Update details as necessary
- Tick to confirm that the details are true and up to date
- Click on the *Update Details* button to complete your profile

I confirm that the above details are true and up to date, and that these details will be available to school teachers and staff.

Update Details