

EMA Introduction Guide

How to Register for EMA

From <https://endobiogenics.com>, choose the option to go to the new EMA. Then, go to the upper right side of the screen click on 'Register' and fill out the form. Then, click [Submit] at the bottom. The next screen is the Terms of Use. Please read the Terms and then mark the box if you agree. If you do not agree to the Terms, you will not be permitted to use the system. After you finish Registration, you will need to email us at it@eimcenter.com so that we can activate your account. You will not be able to do anything else until your account is activated, so this step is important.

How to set up a subscription in EMA

Access to the EMA system is based upon a subscription payment model. The new EMA system introduces a tiered billing approach that allows you to pick the plan that is right for you. Each tier includes a different number of Biology of Functions usages, as well as unlimited usage of the new Clinical Exam based Symptomatic Consultation Wizard.

Tier	Monthly Cost	Yearly Cost	Included Biology Count
Basic	\$20.00	\$200.00	0
Bronze	\$100.00	\$1080.00	20
Silver	\$160.00	\$1740.00	40
Gold	\$200	\$2180.00	60
Platinum	\$270.00	\$2950.00	100

In order to have access to this system, you must purchase at minimum the Basic tier plan. You can add a subscription from the User Portal once your account is activated. To do so, click 'Portal' in the main navigation menu on the left. Then, in the Quick Links menu, you will see options to manage your billing cards and set up your subscription. In addition to the Biology of Functions usages your plan includes, you may purchase additional usages at \$5 each.

Migrating Patient Data from the Legacy EMA System

Migrating Patient data is easy to do but can only be done once. Please follow these instructions to migrate:

1. Log in to the Legacy EMA system and proceed to the main dashboard. Once there, you will see large text that will provide your Migration ID number. Note down that number.
2. Log in to the new EMA system, and go to the User Portal
 - a. The User Portal can be accessed via the 'Portal' link in the main navigation menu
3. Locate the 'Migrate from Legacy EMA' link located in the Quick Links menu on the User Portal
4. Enter the Migration ID noted down in Step 1, and click the button to begin.

5. During Migration, you will see 3 progress bars appear. The first indicates overall progress in migrating your patients. The second represents the progress in migrating the current patient's lab data, and the third represents progress in the current patient's treatment plans. **It is very important to remain on this page until the top progress bar reaches 100. Failure to do so can cause records to be duplicated or to be only partially migrated.**

If you notice any problems during Migration, DO NOT ATTEMPT TO RESTART THE MIGRATION. Please contact support at it@eimcenter.com for assistance.

How to add a Patient

There are 3 ways to add a new Patient to the EMA system:

1. Using the 'Add a Patient' link from the User Portal's Quick Links
 - a. The User Portal can be accessed at any time from the 'Portal' link in the main navigation menu
2. Using the [Add New] button from the Patients table
 - a. The Patients table is accessed using the 'Patients' link in the main navigation menu
3. Using the [Add New] button on the Choose Patient screen of the Consultation Wizard
 - a. The Consultation Wizard is accessed using the [Add New] button from the Consultations Table
 - i. The Consultations table is accessed from the 'Consultations' link in the main navigation menu

Regardless of how you get there, adding a patient is as easy as filling out the form and clicking the [Submit] button. The only thing to watch out for is the patient's email address. Every patient must have an email address on file, and it must be unique. If you do not have an email address for your patient, you may simply enter a fake email address that is unique.

How to add a consultation

Consultations may be added from the consultations link found to the left of the screen. From there one can select a patient or add a new patient. Another way to add a consultation would be to click on portal found to the left. Next click on add consultation found under quick links. From this page an existing patient may be selected by clicking on the arrow to the right, or a new patient may be added. Tutorial videos may be found to the left and are provided for a more comprehensive experience with the consultation wizard.

