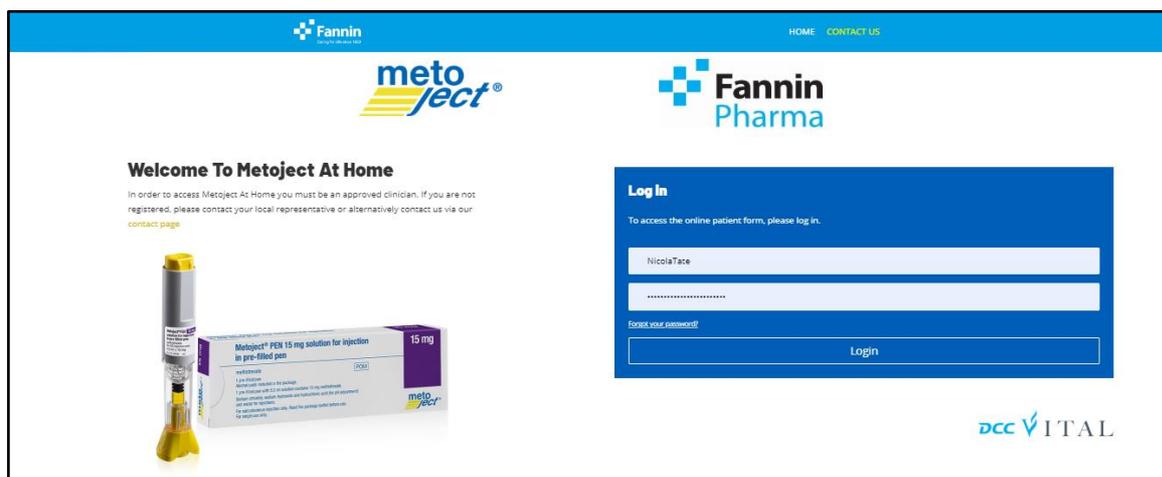
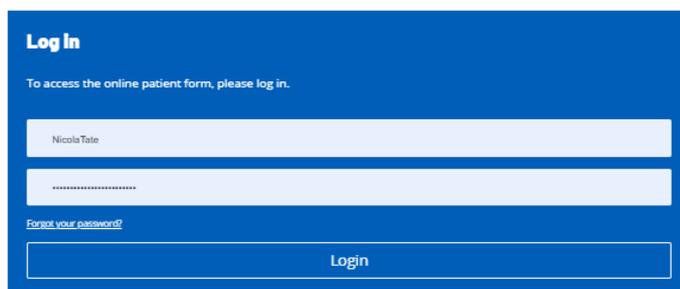


## Metoject at Home User Guide

1. Log on to Metoject® at home: [www.metojectathome.ie](http://www.metojectathome.ie). You will then be brought to the 'Metoject® At Home' portal homepage, as below:



2. On the homepage you will see a log in box to the right of the page, as below:



This is a close-up of the 'Log In' box from the screenshot. It has a blue background and white text. The heading 'Log In' is at the top left. Below it is the text 'To access the online patient form, please log in.' There are two input fields: the first contains the text 'NicolaTate' and the second is a password field with masked characters. Below the password field is a link that says 'Forgot your password?'. At the bottom of the box is a 'Login' button.

3. Insert your assigned username and password which, will be issued to you, on request, by emailing: [metoject@fannin.eu](mailto:metoject@fannin.eu) .

4. You will then be brought to the patient referral page, as below:

Please select which option(s) you require: \*

A nurse to train the patient in self-administration either at their home or a nominated health care facility

A sharps bin for waste disposal of used pens

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**SECTION A. PATIENT INFORMATION**

Patients First Name \*

Patients Surname \*

Patients Date of Birth \*

Patients Phone Number \*

Please include area code

Mobile or Landline

Patients Home Address \*

Address 1

Patients Gender \*  Male  Female

Patient Weight

Address 2

5. Please select which option(s) you require:

- a) A nurse to train the patient in self-administration either at their home or, a nominated health care facility
- b) A sharps bin for waste disposal of used pens

Please select which option(s) you require: \*

A nurse to train the patient in self-administration either at their home or a nominated health care facility

A sharps bin for waste disposal of used pens

6. Once you have selected the option(s) you require, please proceed and complete the form. NB there are a number of mandatory fields which **must** be completed.

7. Once you have completed all mandatory fields you will be instructed to tick the disclaimer box as below.

8. Please then select either:

- a) **'Submit'** option : the referral will be submitted to the Fannin Metoject® team for processing, or
- b) **'Save Draft'** – this option enables you to save the form and return to it later for review/submission (see note 9 below for further details).

I have discussed the Metoject Service with the patient and they have given their consent to receive the service. \*

(Patient Agrees)

9. If you click on the **'Save Draft'** option and wish to view the patient referral form, click on **'Submissions'**, which can be found on the top right of the screen. You can also review previously submitted referrals by clicking on this button. Please note, that you will only be able to access previously submitted referrals for 6 months, from the date of submission, after which, due to GDPR regulations, the patient referrals will be permanently deleted from the Metoject® portal.

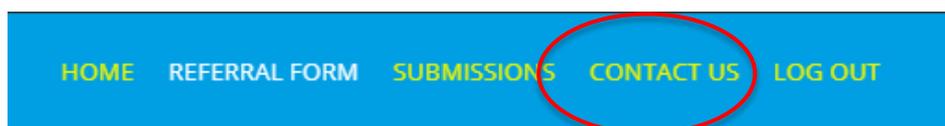


10. Once you have completed a referral and, if you need to print a copy of the form, please follow the steps below:

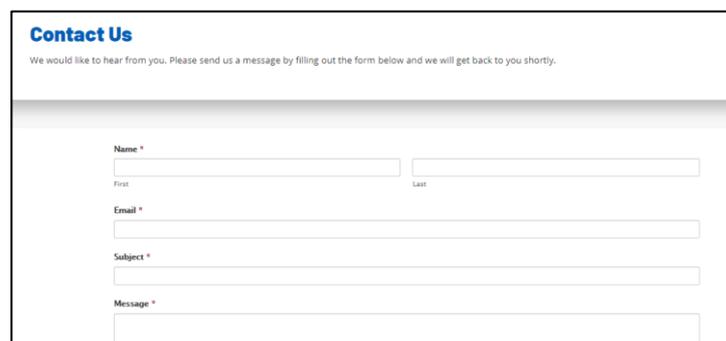
- Click on **'Submissions'**
- From here a list of all your submitted referrals (within the 6 month period) will appear, as per the example below
- Select the **'Download'** option

November 12, 2019	Nicola	Tate	Dr O'Reilly	Download
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11. Should you wish to contact a member of the Fannin team regarding a patient referral or the Metoject® portal, please click on the **'Contact Us'** option:



12. By clicking on the **'Contact Us'** option you will be taken to the page as below, please enter a brief message. A member of the Fannin team will then get back to you as soon as possible.



**Contact Us**  
We would like to hear from you. Please send us a message by filling out the form below and we will get back to you shortly.

Name \*  
First:  Last:

Email \*

Subject \*

Message \*



13. You can also contact us by phone/email/fax contact details, as below:

Pharma Division, Fannin Limited, Fannin House, South County Business Park, Leopardstown, Dublin 18	 +353 1 290 7069/7097	<a href="#">Privacy Policy</a>
	 +353 1 290 7216	<a href="#">Cookie Policy</a>
	 <a href="mailto:metoject@fannin.eu">metoject@fannin.eu</a>	<a href="#">My Account</a>
		<a href="#">Log Out</a>

