

## **QUICK REFERENCE: ADD MEMBER**

The myHealthButton app is available to members of Medicaid, Healthy Michigan Plan, MIChild, and Children's Special Health Care Services (CSHCS) served by the State of Michigan. It puts control of your health care benefits and services in your hands by providing real-time access instantly and securely.

The **Add Member** feature lets you add other people in the app, like your children or someone for whom you are a caretaker, so that you can access their information, too.



1. From the **Home Screen** tap Profile in the bottom menu. Note: For an Android device, tap the menu icon, then Profile.



2. Tap the **Add Member** icon. + Note: Swipe the screen left and right to see available Member profiles.

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Member First Name	
Member Last Name	
Member Date of Birth	

3. The **Add Member** screen will display required fields. Select a **Relationship to Member** from the list.

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Member First Name	
Member Last Name	
Member Date of Birth	4
ZIP Code	
Member miHealthCard ID	

4. Enter all remaining information. Note: All information provided must match Medicaid records. For example, **Member First Name** and **Member Last Name** must match those displayed on the member's mihealth card ID.



5. Tap the 🕜 icon at the bottom of the screen.



The **Success** pop-up will display, letting you know the member has been added.



This feature is also available on the myHealthPortal at <u>https://myhbcld.state.mi.us.</u> If you have general questions, email Beneficiary Support at <u>beneficiarysupport@michigan.gov</u> or call the Beneficiary Help Line at 800-642-3195, TTY: 866-501-5656. For information about the app or more help with features, visit <u>www.michiganhealthit.org/myhealthbutton/</u> or contact us at <u>myHealthButton@michigan.gov</u>. Download the myHealthButton app from Google Play or the Apple App Store.



## QUICK REFERENCE: REMOVE A MEMBER

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The **Remove Member** feature lets you remove people from the app, like if your children or someone for whom you are a caretaker, no longer needs health care services provided by the State of Michigan.



 In the members tab, swipe over to the member's profile that you want to remove and tap the **delete icon** on on the right of the screen.

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2. The following warning message is displayed to prevent unintentional member removal. Tap **Yes** to remove the member you selected previously.



3. A notification will appear stating that the member profile has been successfully deleted.



This feature is also available on the myHealthPortal at <u>https://myhbcld.state.mi.us.</u> If you have general questions, email Beneficiary Support at <u>beneficiarysupport@michigan.gov</u> or call the Beneficiary Help Line at 800-642-3195, TTY: 866-501-5656. For information about the app or more help with features, visit <u>www.michiganhealthit.org/myhealthbutton/</u> or contact us at <u>myHealthButton@michigan.gov</u>. Download the myHealthButton app from Google Play or the Apple App Store.