

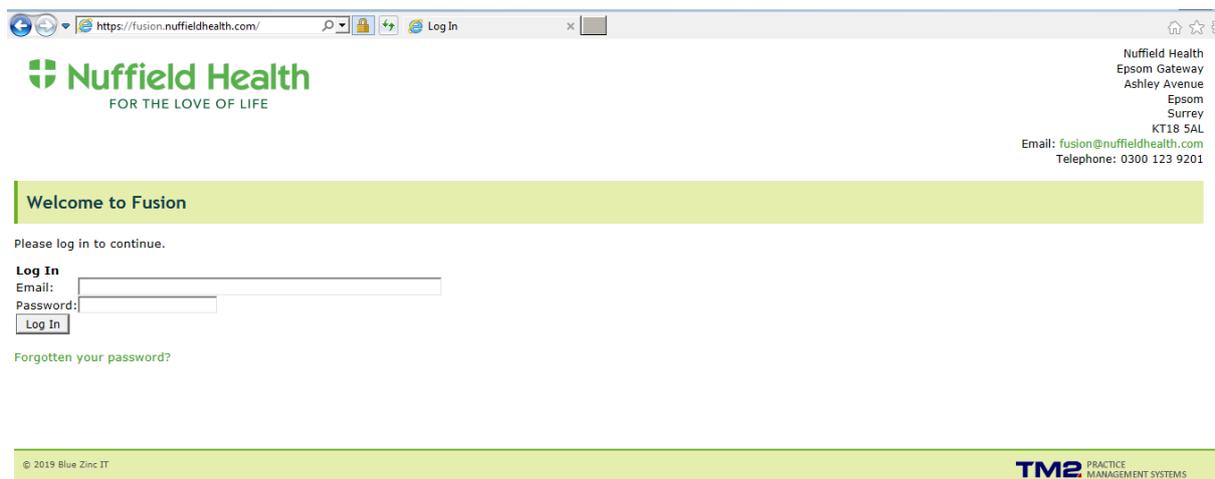
# Fusion Work List Portal Setup

## What is the Fusion Work List Portal?

The Fusion Work List Portal allows you to receive patient referrals from Nuffield Health and will provide you with their referral information. You will also need to use the portal to submit reports to Nuffield Health following Initial Assessment, Discharge and any requests for additional treatment. As billing is based on the submission of reports you will also have access to invoicing information via the portal.

## What do I need to do to setup my account?

1. Contact our Fusion support team by e-mail [fusion@nuffieldhealth.com](mailto:fusion@nuffieldhealth.com) or by phone 0300 123 9201 and request for your clinic to be setup on the system
2. You will then receive a temporary password via e-mail from [Fusion@nuffieldproactive.com](mailto:Fusion@nuffieldproactive.com)
3. Select this link **Fusion Work List Portal** which will take you to the main login page (as seen below) for the portal. *(If this link doesn't work enter the following web address into your internet browsers search bar [www.fusion.nuffieldhealth.com](http://www.fusion.nuffieldhealth.com))*

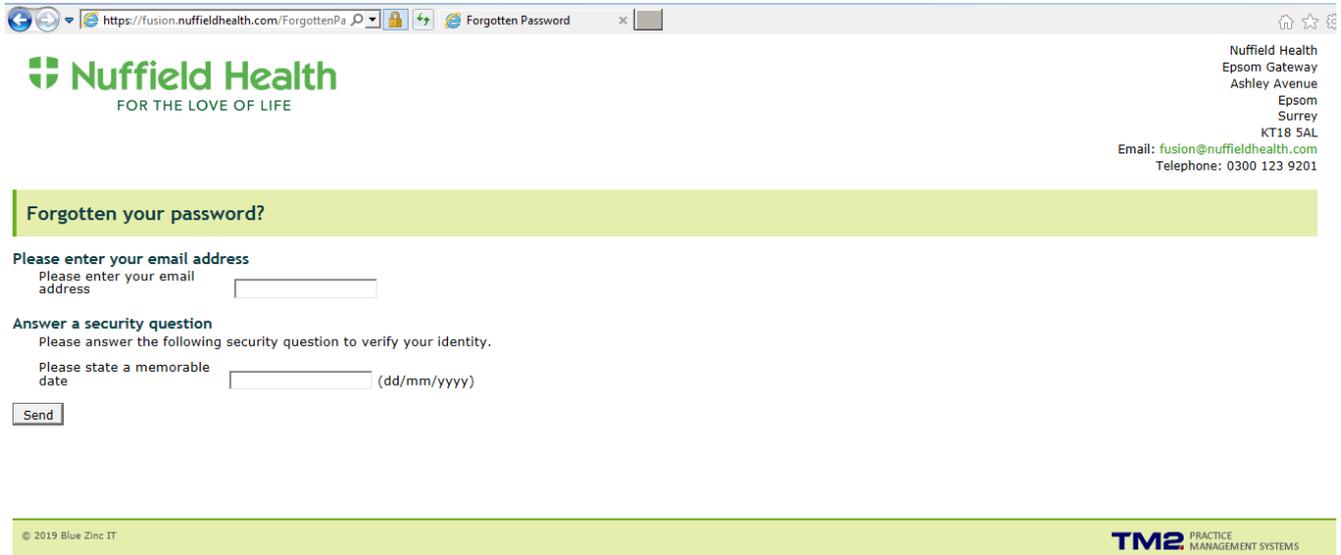


4. Enter your own e-mail address – this section is case sensitive so please ensure it is entered as it appears in your e-mail address setup
5. Enter the temporary password you received from [Fusion@nuffieldproactive.com](mailto:Fusion@nuffieldproactive.com) exactly as it appears in the e-mail
6. Select Login
7. You will then be presented with a message asking you to create a new password and setup memorable questions, please follow the next steps under 'Forgotten Password' to do this.

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## What do I need to do if I have forgotten my password?

1. Select 'Forgotten your password?' on the main login page which will take you to the below screen:



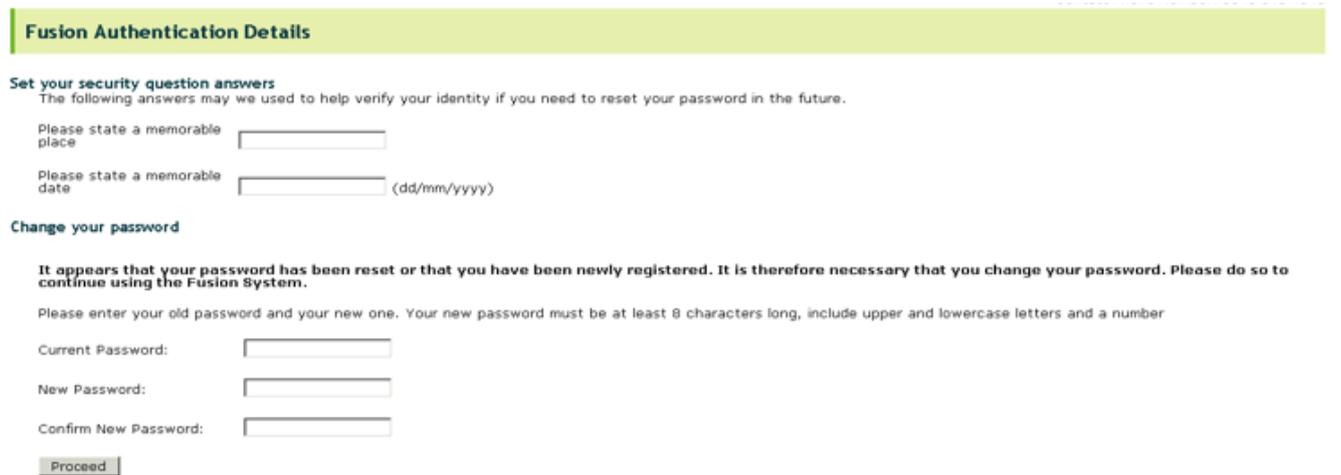
**Forgotten your password?**

**Please enter your email address**  
Please enter your email address

**Answer a security question**  
Please answer the following security question to verify your identity.  
Please state a memorable date  (dd/mm/yyyy)

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2. Enter your e-mail address and memorable date
3. Select 'Send' which will send a temporary password through to the e-mail address entered
4. Once you have received the temporary password please return to the main login page
5. Enter you e-mail address and temporary password from the e-mail
6. You will now see the following screen:



**Fusion Authentication Details**

**Set your security question answers**  
The following answers may we used to help verify your identity if you need to reset your password in the future.

Please state a memorable place

Please state a memorable date  (dd/mm/yyyy)

**Change your password**

**It appears that your password has been reset or that you have been newly registered. It is therefore necessary that you change your password. Please do so to continue using the Fusion System.**

Please enter your old password and your new one. Your new password must be at least 8 characters long, include upper and lowercase letters and a number

Current Password:

New Password:

Confirm New Password:

7. Answer all of the above questions, please note that your current password will be the temporary one that you have received via e-mail

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8. Your new password will need to be a minimum of 8 characters long, include both uppercase and lowercase letters and a number (*Example: Fusion2019*)
9. Select 'Proceed'
10. You will see this message on your screen:

**Fusion Authentication Details**

**Activate your account**

Your fusion account now requires activation. Please call the number designated for activation as mentioned in your Fusion pack.

[Return to the login page](#)

11. Please remain on this screen and contact the Fusion Support Team to activate the account

**If you require additional support with any of the above please contact the team, they are available Monday to Friday between 8am-6pm**

**E-mail [fusion@nuffieldhealth.com](mailto:fusion@nuffieldhealth.com)  
Phone **0300 123 9201****

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