



Create a User Account

1. Visit www.consultmed.co
2. Select **'Start Now'** and **'Create Account'**
3. Create a username (email address) and password
4. Select Account Type: General Practitioner, Specialist or Doctor-In-Training
5. Follow Prompts: Enter Personal Details, Clinical Details and Medical Registration Details

Multiple places of practice may be added per healthcare provider. You can navigate between practices to view corresponding referrals.

Log In

1. Visit www.consultmed.co or log in securely at <https://app.consultmed.co>
2. Enter your Username (email address) and Password
3. Select **'Log In'** and you will be taken to your Consultmed Dashboard

Select **'Forgot Password'** if you are unable to remember your password. You will receive an email prompting you to create a new password.

Send a Referral

1. On the Dashboard, select **'+ New Referral'**
2. Select the patient you would like to refer

This may be a pre-existing patient or you can add a new patient by selecting **'+New Patient'**. Patient details will be saved automatically.

3. Enter the patient's personal details
4. Select where you would like the referral to be sent

A secure referral may be sent to a participating Hospital, Department, Specialist Clinic or Consultant.

5. Enter patient's clinical details and reason for referral
6. Add any additional documents (e.g. imaging)
7. Customise the referral period and enable tracking

Indicate whether the patient/carer would like a secure copy of the referral and status updates via email.

9. Select **'Submit'**

To view all previous referrals, select the **'Sent Referrals'** Folder

Best experience:  Chrome  Firefox  Edge **Not supported:**  Internet Explorer, due to security concerns



Need support or want to learn more?
hello@consultmed.co

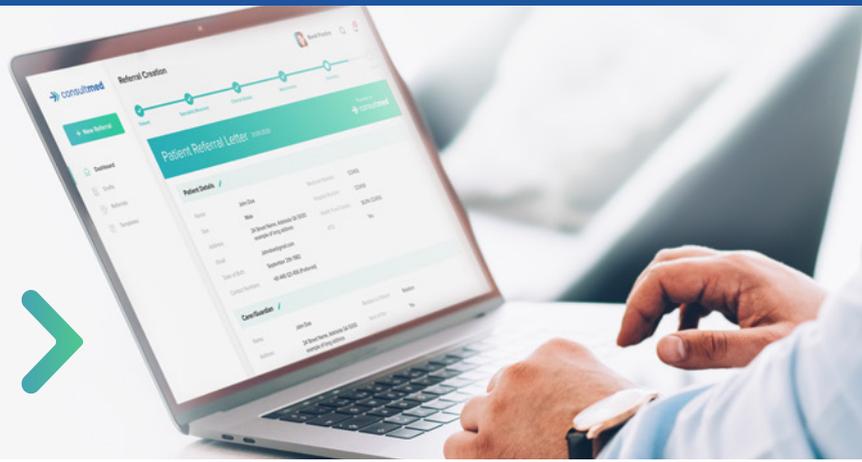
Together we can
#AxeTheFax



The Sydney
children's
Hospitals Network
care, advocacy, research, education

Pilot Partner 2021

Create a smart,
paper-less referral.
Every single time.



Accept, Triage and Schedule

1. Select a New Referral to review patient details
2. Select **'Triage and Schedule'**

TRIAGE

3. Triage by Category (e.g. Urgent) or Tier (e.g. Triage 1, 2) according to your clinic's needs
4. You can nominate a named specialist and add triage details with free text

SCHEDULE

5. Enter appointment date, time and location
6. Add clinic specific information (e.g. map, consent forms, questionnaires) to send to the Patient and Referrer
7. Review the Referral Acknowledgment and Submit

Referrals that have been accepted or scheduled can be found in the **'Accepted'** or **'Scheduled'** Folders.

Waitlist & Return

WAITLIST

8. Select how long you would like to waitlist the referral for (e.g. 3, 6, 12 months)
9. Review the Referral Acknowledgment and Submit

You will be notified when a waitlisted referral is due for review and can request a renewal if the referral has expired.

RETURN

10. Select a New Referral to review patient details
11. If the referral has missing information, is inappropriate or doesn't meet your referral criteria, select **'Return Referral'**
12. Enter a 'Reason for Referral Return'

You can choose to send a message back to the Referrer with advice and guidance regarding the referral.

13. Review the Referral Acknowledgment and Submit

Returned referrals can be found in the **'Returned'** folder.

Best experience:  Chrome  Firefox  Edge **Not supported:**  Internet Explorer, due to security concerns



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