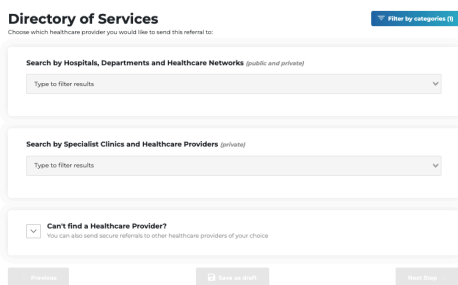


# How to Request Advice & Guidance A&G

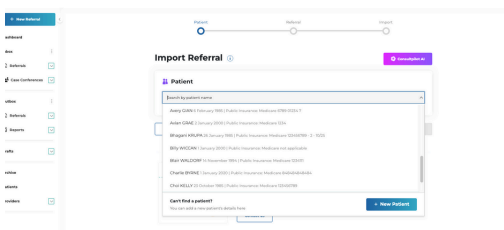
**Step 1:** Log in to your Consultmed account.

**Step 2:** Click the **'New Referral'** button at the top left of your screen.

**Step 3:** Under **'Directory of Services'**, choose your Advice & Guidance service establishment and specialist. Click **'Next Step'**.

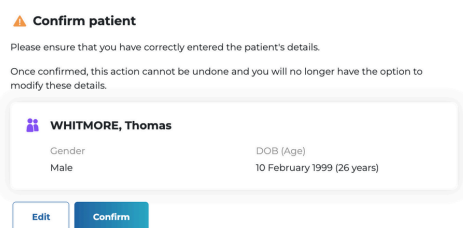


**Step 4:** To find an existing patient, enter their name in the search bar. To manually add a new patient, click the dropdown menu under **'Patient'** and select **'+ New Patient'**.



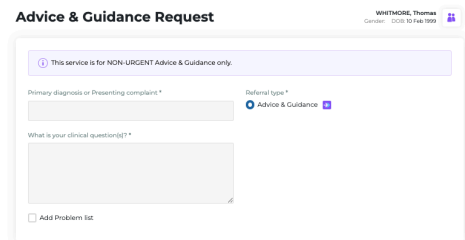
**Step 5:** Fill in or edit all mandatory patient details then click **'Save Patient'**.

**Step 6:** Review the patient details in the pop-up, click **'Confirm'**, then select **'Next step'** to continue.



**Step 7:** Complete the **'Advice & Guidance Request'** form ensuring all mandatory fields marked with an **'\*'** are filled out. Click **'Next Step'**.

**Note:** You also have the option to fill out the **'Clinical Assessment'** by attaching a pre-written referral letter instead of filling out the form.



**Step 8:** In the **'Attachments'** section, you can upload relevant files such as **'Pathology'**, **'Imaging'**, or **'Other Correspondence'**. Once uploaded, click **'Next Step'**.

**Step 9:** You'll be taken to the **'Summary'** section, where you can review all the details entered. Once confirmed, click **'Next Step'**.

**Step 10:** Choose your preferences for **'Tracking and Notifications'** and **'Contact'** by ticking the relevant boxes, then click **'Submit'** to complete the request.

