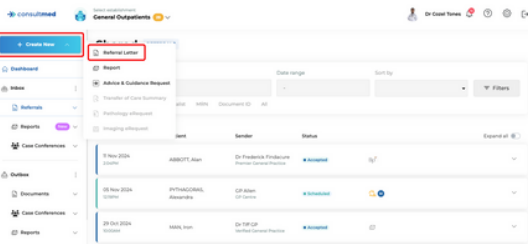


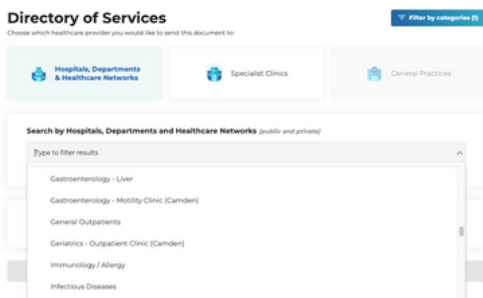
How to Submit a Referral through Consultmed

Step 1: Visit www.consultmed.co and log in to your Consultmed account.

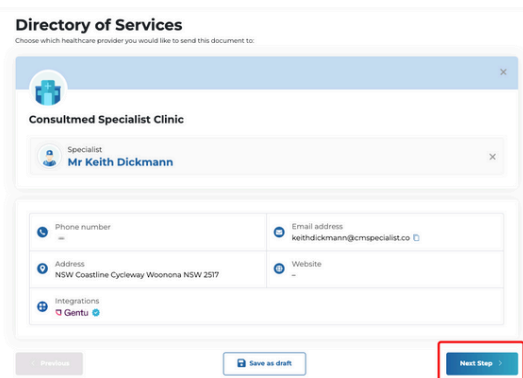
Step 2: Select **'Create New' > 'Referral Letter'**.



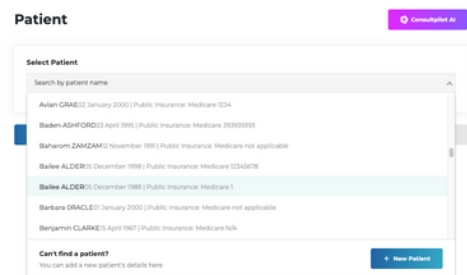
Step 3: Select where you would like to send the referral. This may include a hospital, specialist clinic or a general practice.



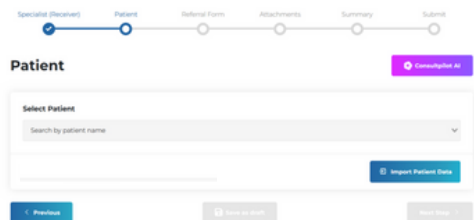
Step 4: Select the healthcare provider, then click **'Next Step'**.



Step 5: 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'**. Alternatively, if Consultmed is already integrated with your organisation's software, you will see a button that says **'Import Patient Data'**. Select this to activate the integration for this referral.



Note: Visit our [Welcome Pack](#) if you would like to know more about integrating practice management software with Consultmed.



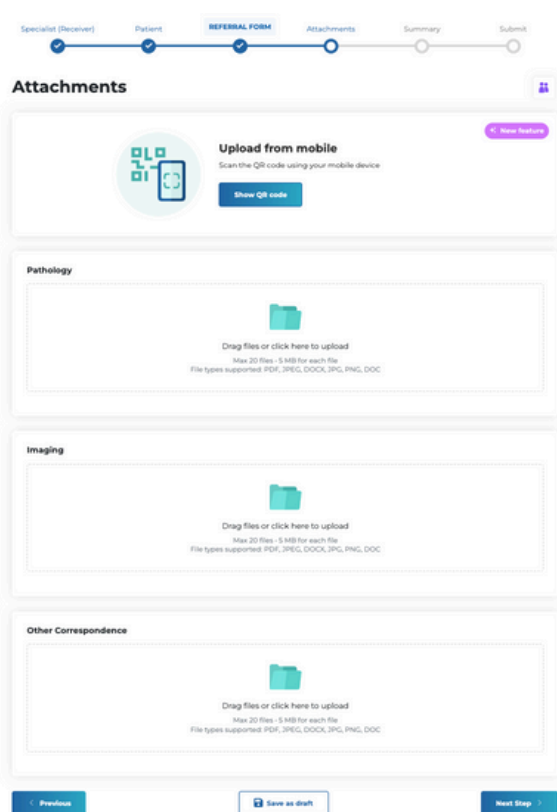
Alternative Step: Use Consultpilot AI to automatically transform your paper and fax documents into a digital referral. Click [here](#) for more information.



Step 6: Fill out the referral form, completing all mandatory fields required by the receiving organisation.

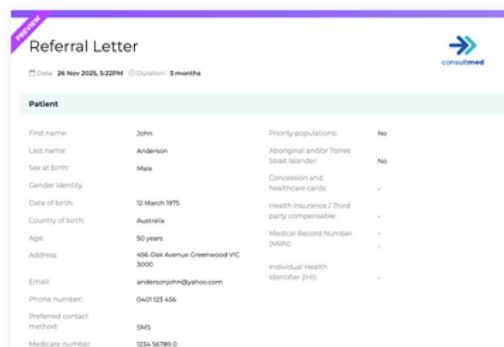
Note: You may include the **'Clinical Assessment'**, **'Additional information'**, and any relevant **'Examination findings'** in this section.

Step 7: Attach any relevant documents, including pathology, imaging, or other correspondence. Click **'Next Step'** to proceed.

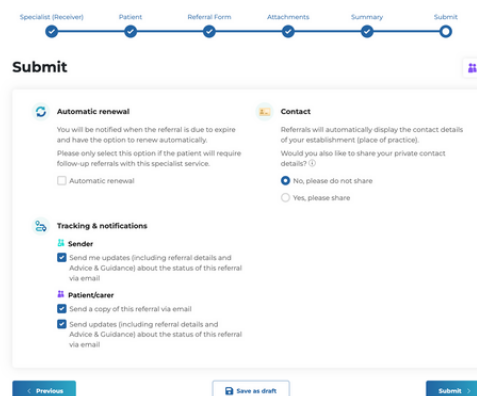


Note: In addition to manual uploads, attachments can also be captured via our **'QR code technology'** or imported directly from your Practice Management Software through any enabled integrations.

Step 8: Review the referral and confirm details. Select **'Next Step'** once ready to submit.



Step 9: Customise **'Tracking & Notifications'** and **'Contact'** settings by selecting the check boxes to choose whether you and/or the patient receive status updates about the referral, including a copy of the referral, via email.



Step 10: Submit the referral.

Note: The referral will automatically save in the **'Outbox'** folder in Consultmed. Additionally, if the user has their Practice Management Software integrated (e.g., BP, MD, Gentu, MediRecords), then it will also automatically save in their Correspondence/Outbox folders.