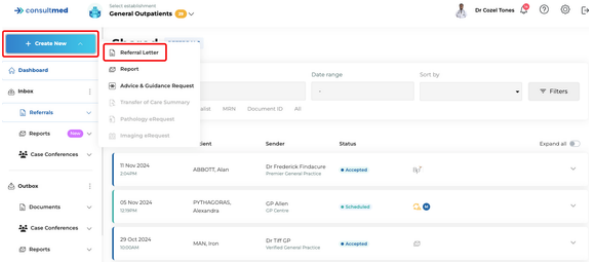


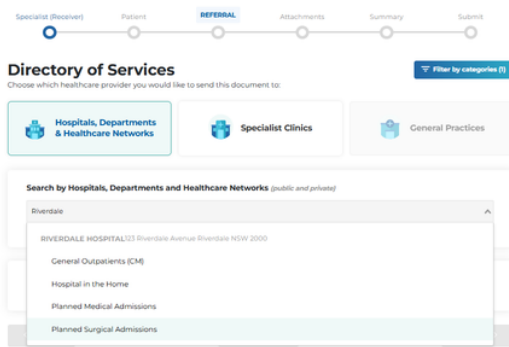
How to Submit an eRequest for Admission (eRFA)

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

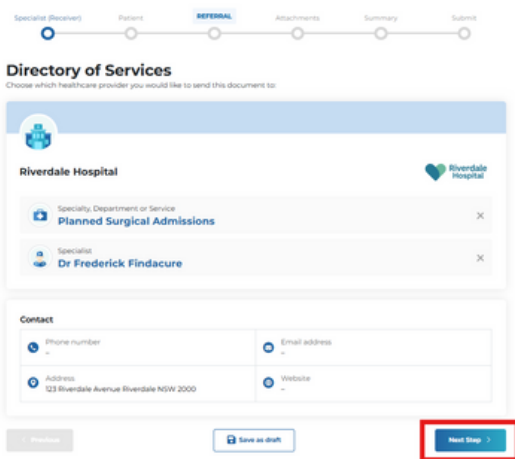
Step 2: Select 'Create New' > 'Referral Letter'.



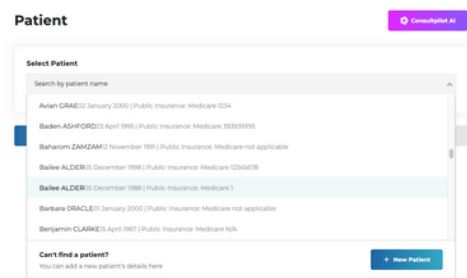
Step 3: Select 'Hospitals, Departments and Healthcare Networks', followed by where you would like to send the eRFA.



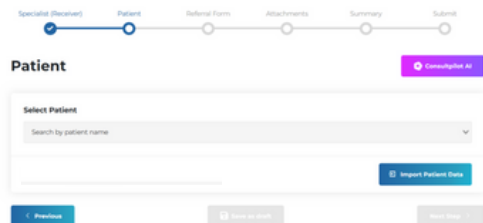
Step 4: Select the healthcare provider, then click 'Next Step'.



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 eRFA.



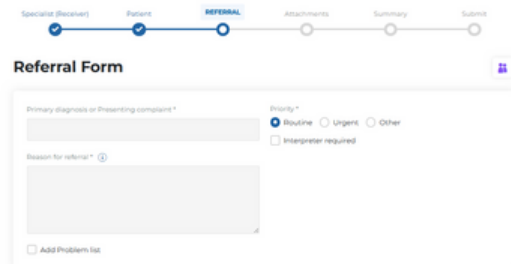
Note: Visit our [Welcome Pack](#) if you would like to know more about integrating practice management software with Consultmed.



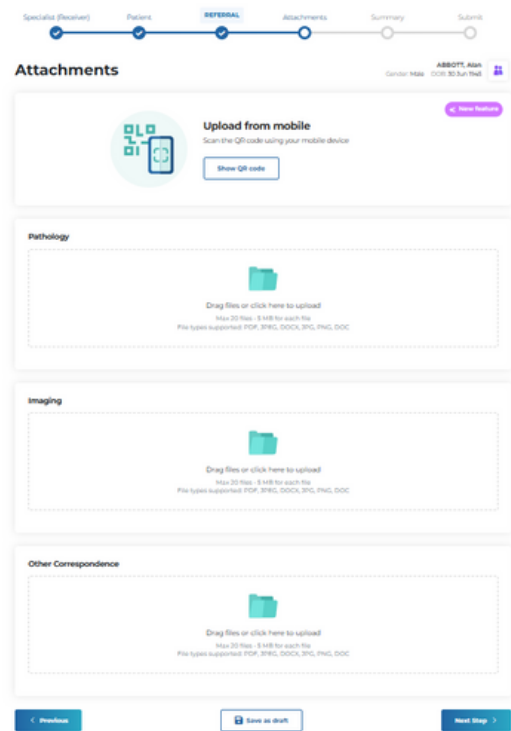
Alternative Step: Use Consultpilot AI to automatically transform your paper and fax documents into an eRFA. Click [here](#) for more information.



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

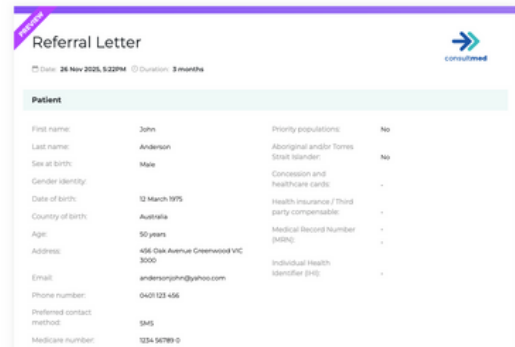


Step 7: Attach any relevant documents, including pathology, imaging, or other correspondence. Click **'Next Step'** to proceed.

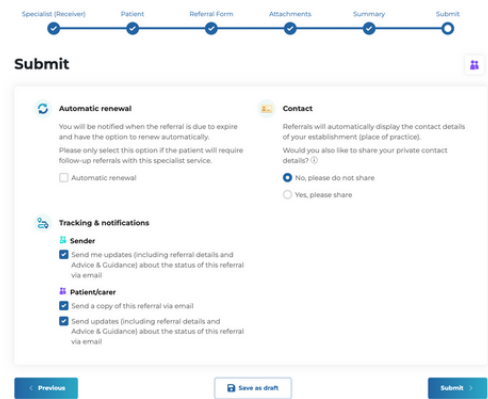


Note: In addition to manual uploads, attachments can also be captured via our **'QR code technology'** or imported directly from your Practice Management Software through any enabled integrations.

Step 8: Review the eRFA 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 eRFA, including a copy of the eRFA, via email.



Step 10: Submit the RFA.

Note: The eRFA 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.