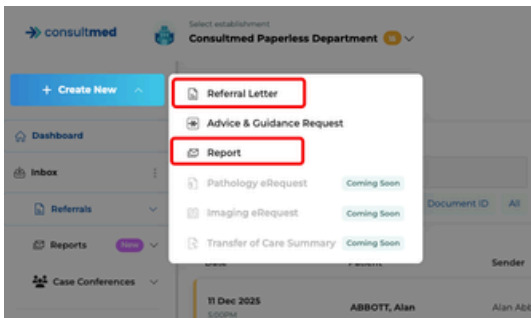


How to Send Documents to Other Healthcare Providers (OHCPs)

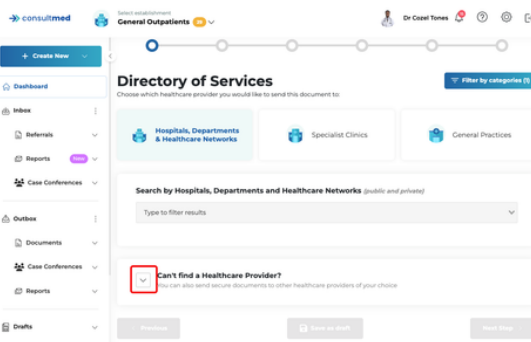
Within Consultmed, you can send documents, including Referrals and Reports, to Other Healthcare Providers (OHCPs), who are providers that **do not have a Consultmed account**.

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

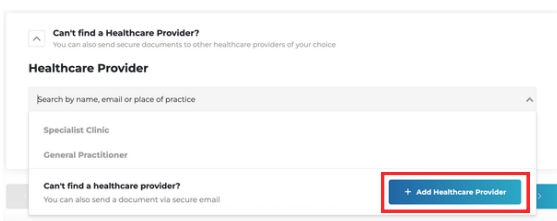
Step 2: Click **'+ Create New'**, then choose whether you're sending a **'Referral Letter'** or **'Report'**.



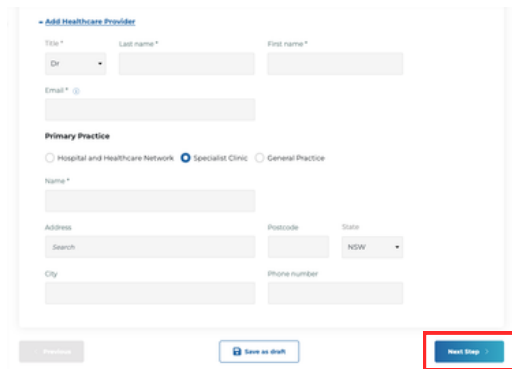
Step 3: Under the Directory of Services, click the 'v' button beside **'Can't find a Healthcare Provider?'**



Step 4: Any OHCPs that you have previously sent documents to will present in the dropdown list for you to select. Alternatively, click **'+ Add Healthcare Provider'**.

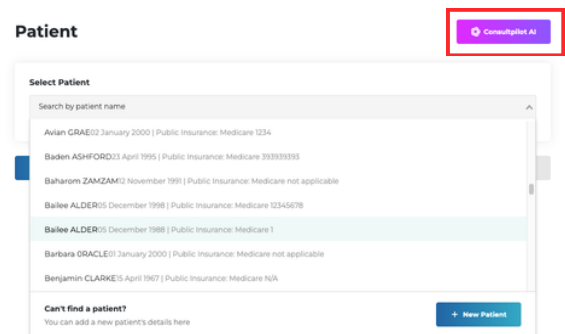


Step 5: Enter the required details, including the OHCP's name, email address and place of primary practice. Click **'Next Step'**.



Note: Please ensure that the OHCP's email address has been entered correctly, as it is a mandatory field and is required for the OHCP to receive the referral.

Step 6: Add the patient details.



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

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

Step 8: Review the details and submit the Referral or Report.

Step 9: Once you have clicked **'Submit'**, confirm that you are ready to submit and agree to the Terms & Conditions and Privacy Policy.

Note: Once the referral or report has been sent, the OHCP will receive it via secure email. To access the document, they will be required to verify their identity using a one time password and, where applicable, their AHPRA number.

Note: Once the OHCP clicks **'View referral'**, they will be redirected to a page to enter the date of the referral and a unique verification code for an added layer of security.

Note: Some establishments have set up an additional AHPRA verification step that is required to open documents, as an added layer of security. If your establishment has this feature set up, here is what to expect when the OHCP clicks the link in their email to view the referral.

For more detailed information on how to submit documents, see the following links:

- [**How to Submit a Referral**](#)
- [**How to Create and Send a Report**](#)