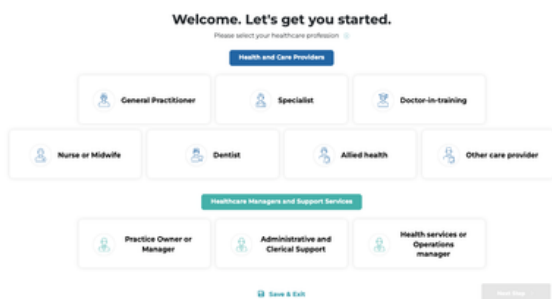


How to Create a New Consultmed Account

Step 1: Visit www.consultmed.co and click **'Create Account'**. Enter your email and create a password.

Note: If your institution has enabled Single Sign-On (SSO), please create an account using your work email address. You will be redirected to your organisation's SSO page and can sign in with your SSO credentials.

Step 2: Select your healthcare profession (e.g. GP, specialist, allied health, practice manager).



Step 3: Enter your full name and preferred phone number.

Step 4: Enter your AHPRA details and/or any relevant professional association membership details. Users who do not hold professional registration, such as Practice Managers, will see an **'I don't have an AHPRA or a Professional Association Number'** checkbox.

Note: In Consultmed, we call your place of practice an 'Establishment'. This can include a department in a hospital or healthcare network, a GP practice, or a specialist clinic.

Step 5: Select one option that best describes your Principal Place of Practice (PPP).

Once selected, search for your PPP in the Consultmed directory and click the **'Request to join'** button. If you cannot see your PPP in the directory, you can add your PPP by selecting the **'+ Add practice'** button.

Principal place of practice

Start typing practice name or address...


- Binetter Eye Centre suite 12/41-45 Rickard Road Bankstown N.S.W. [Request to join](#)
- Blacktown Dermatology suite 1a level 2/13 Panorama Parade ... [Request to join](#)
- Blacktown General Practice suite 3101 Level 3 Westpoint Blac... [Request to join](#)
- Blayney Family Medical Practice 1-3 Osman Street Blayney N.S.W. [Request to join](#)
- Bloom Dental Suite 15, 1A Ashley Lane Westmead NSW 2145 [Request to join](#)
- Bloomfield Specialist Group level 5/15/21 Forest Road Orange ... [Request to join](#)
- Blue Shield Medical Centre suite 5 level 2/19 Kensington Stre... [Request to join](#)

Can't find your practice?
If you can't find an establishment in the directory, you can choose to add it manually. [+ Add practice](#)

Step 6: Create or upload your signature, which will be automatically added to the end of any documents sent through Consultmed.

Profile Registration Practice **Signature** MFA


Signature

 [Upload image](#)
[Add using digital pen](#)

Signature Text

Dr Anthea Smith
Specialist
Consultmed Clinic
1 Elizabeth Street, Sydney NSW 2000

Avatar





Drag an image or
or
[Upload image](#)


[Back](#) [Save & Exit](#) [Next](#)


By creating an account, I agree to Consultmed's Terms & Conditions and Privacy Policy


Step 7: Select your relevant Practice Management Software to integrate with Consultmed, or select **'skip this step'**. For more information about Consultmed's integrations, see our **'Welcome Pack'**.











If your PMS is not listed above, or if you prefer to complete the integration at a later time, you can skip this step.

[Previous](#) [Save for later](#) [Skip this step](#)


Step 8: Set up **'Multi Factor Authentication (MFA)'** by choosing a verification method, either an authenticator app or SMS.




Enable Multi Factor Authentication (MFA)

MFA is an additional security measure designed to protect your account privacy and is required for all Consultmed users

Choose your verification method




Authentication app
Receive a unique code using an authenticator app (eg. Google, Microsoft)



Text message (SMS)
Receive a unique code to your mobile as text (SMS)

Step 9: Once complete, review your account preferences.

Review your preferences

 **QRG Account Example**

0400000000 www.qrgexample.com

5 Martin Place, Sydney NSW 2000

[Add Description](#)

Would you like to receive referrals?

Users will be able to search for your organisation and send both referrals and requests for Advice and Guidance. This is a free service for your organisation.

Note: If you toggle 'Would you like to receive referrals?' ON, please ensure you are **authorised to 'receive' referrals on behalf of your establishment**. If unsure, we recommend leaving this **'off'** and updating your settings later in the Admin Portal.

Step 10: If you select to receive referrals to your establishment:

- Select states where your service operates.

Would you like to receive referrals?
Users can find and send referrals to this organisation. Don't worry, referrers can send referrals completely free of charge.

Select all states where your organisation is available
Please select the state(s) your establishment operates in, along with any additional state(s) you accept referrals from.

- New South Wales (NSW)
- Victoria (VIC)
- Western Australia (WA)
- Northern Territory (NT)
- Australian Capital Territory (ACT)
- Queensland (QLD)
- South Australia (SA)
- Tasmania (TAS)



Do you want to receive referrals from overseas? Contact us.

- Select types of services your organisation provides

Select all the types of services your organisation provides
Your organisation will be visible to users searching for these services.

- Select All**
- Adult
 - Advice & Guidance or eConsult
 - Child and adolescent
 - Diagnostic services
 - Emergency and urgent care
 - Hospitals and departments
 - Mental Health Services
 - Primary and preventative care
 - Primary Health Networks
 - Private services
 - Public and community services
 - Public health units
 - Specialist clinics
 - Virtual and telehealth

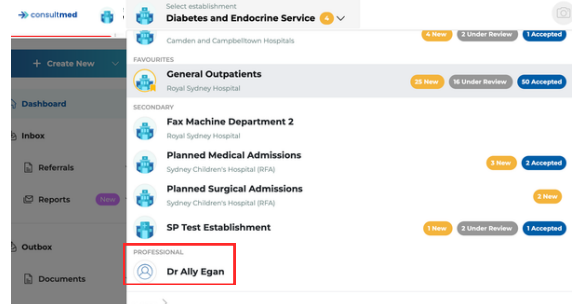
- Select the applicable specialities and whether premium features, including Clinical Advice and Guidance, and **'Consultpilot AI'**, are required. Click the **'Complete Registration'** button.

Select all specialties and professions that apply to your organisation
Your organisation will be visible to users searching for these specialties and professions.

- Select All**
- Aged Care
 - Allergy and immunology
 - Allied Health
 - Anaesthetics and Critical Care
 - Cardiology
 - Dental and Oral Health
 - Dermatology
 - Dietetics
 - Emergency and Urgent Care
 - Endocrinology
 - Family, domestic and sexual violence
 - Gastroenterology
 - Immunisation services
 - Infectious diseases
 - Internal medicine
 - Medicolegal assessments
 - Nephrology
 - Neurology
 - Nursing and midwifery
 - Obstetrics and Gynaecology
 - Occupational Health
 - Oncology and Haematology
 - Ophthalmology and optometry
 - Orthopaedics
 - Paediatrics and Child Health
 - Palliative care
 - Pathology
 - Pharmacology and pharmacy
 - Physiotherapy
 - Psychiatry
 - Psychology
 - Public Health
 - Radiology
 - Rehabilitation medicine
 - Respiratory and Sleep
 - Rheumatology
 - Sexual and reproductive health
 - Speech pathology
 - Surgery

Can't find your speciality or profession? Contact us.

Step 11: You will be directed to the Consultmed Dashboard while your establishment is pending verification. In the meantime, if you need to send a referral, you can do so using your **'Professional Account'**.



Note: If you have requested to join an existing establishment in Consultmed, the **Account Holder or Super User of that establishment will verify your account.**

If you have set up a new establishment as your PPP, the **Consultmed team will verify your account within a few hours on the same business day.** Once complete, you will receive a welcome email and SMS to the contact details provided. If you require assistance, please **contact us.**

Note: If you create a new establishment, you will be automatically assigned as the **Account Holder.** This means any users requesting to join your establishment will require your approval. You can manage access in the **Admin Portal**, including hiding your establishment from the Directory of Services and restricting new user requests.