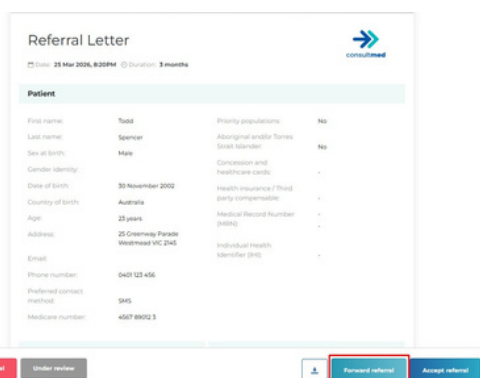


How to Forward a Referral in Consultmed

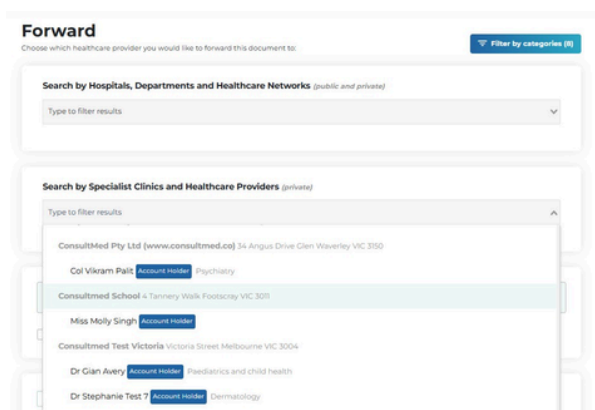
Step 1: Visit www.consultmed.co and log in to your account.

Step 2: Navigate to 'Inbox' > 'Referrals' > 'New' or 'Under Review'.

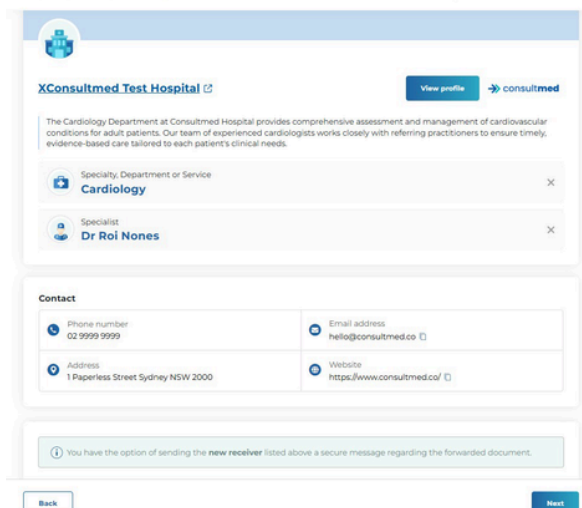
Step 3: Select the referral you'd like to forward, then click 'Forward referral'.



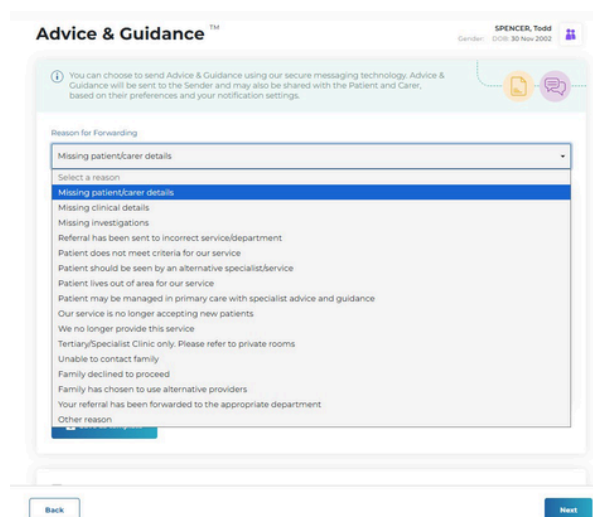
Step 4: Search and select the health or care provider you want to forward the referral to. Click 'Next' to proceed.



Step 5: Review and confirm the health or care provider selected. Click 'Next' to proceed.



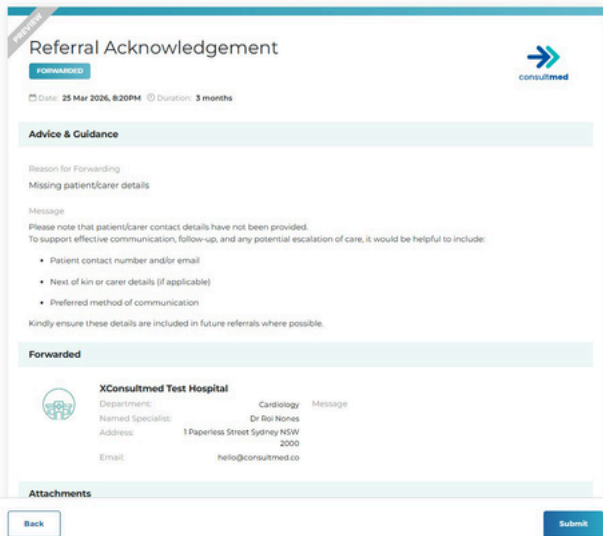
Step 6: Select the reason for forwarding from the dropdown menu. Once a reason has been selected, click 'Next'.



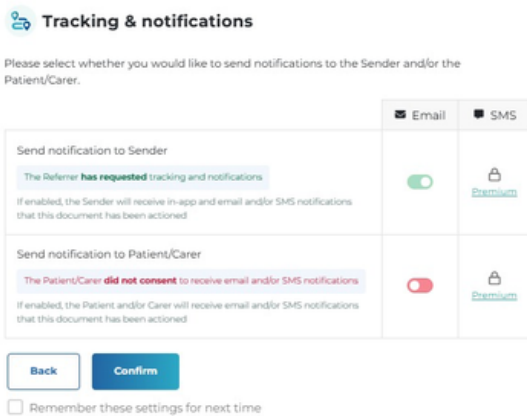
Note: You can include a secure message to the receiving provider explaining the reason for forwarding the document.

Note: You can also choose to send Advice & Guidance using our secure messaging technology. Advice & Guidance will be sent to the sender and may also be shared with the patient and carer, based on their preferences and notification settings.

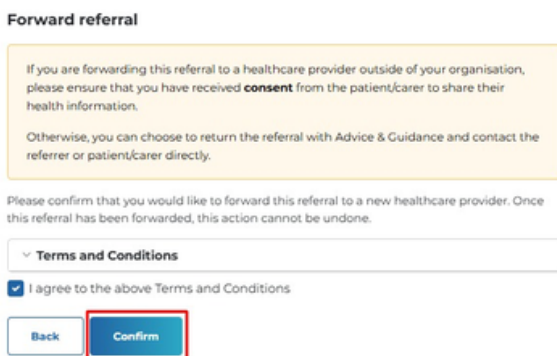
Step 7: Review the referral acknowledgement, then click **'Submit'**.



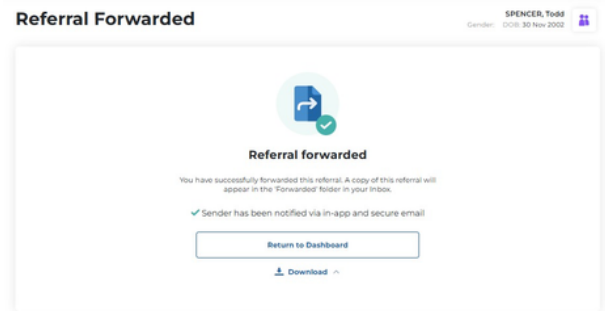
Step 8: Select whether to notify the sender and/or patient/carer, then click **'Confirm'**.



Step 9: Review and accept the Terms and Conditions, then click **'Confirm'**.



Step 10: The referral has now been successfully forwarded to another health or care provider.



Step 11: This referral will now automatically save in the **'Forwarded'** folder under your Inbox.

