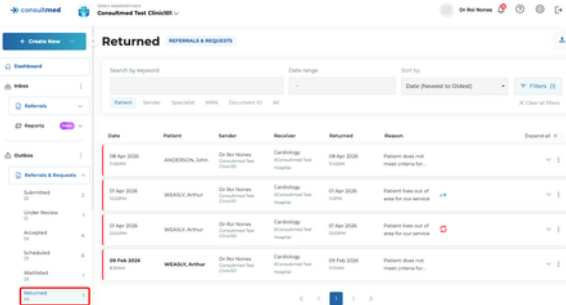


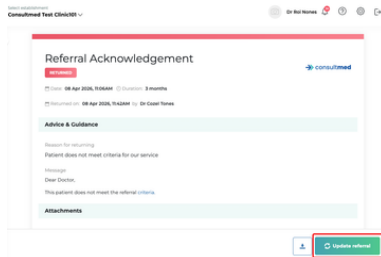
How to Update a Referral or Request

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

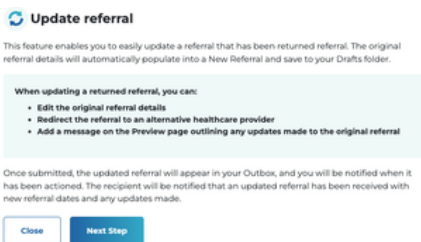
Step 2: Navigate to **'Outbox' > 'Referrals & Requests' > 'Returned'**.



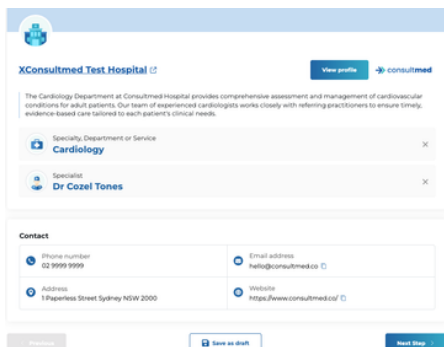
Step 3: Select the referral you'd like to update, then click **'Update referral or request'**.



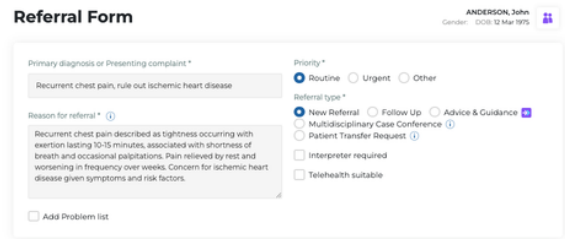
Step 4: Review the **'Update referral'** information, then click **'Next Step'** to proceed with updating the returned referral or request.



Step 5: From the Directory of Services, review and confirm the selected provider, specialty, and specialist.

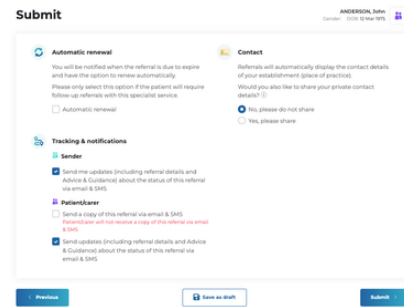


Step 6: Review and update the patient details, referral form and attachments as required.



Step 7: Carefully review and confirm all referral details, then click **'Next Step'** to proceed.

Step 8: 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 or request, including a copy of the referral, via email.



Step 9: The referral or request has now been successfully updated and resubmitted. This will now appear in the **'Submitted'** folder under your Outbox, identified by an **'updated'** icon.

