



## Create a User Account

1. Visit [www.consultmed.co](http://www.consultmed.co)
2. Select **'Start Now'** and **'Create Account'**
3. Create a username (email address) and password
4. Select Account Type: General Practitioner, Specialist or Doctor-In-Training
5. Follow Prompts: Enter Personal Details, Clinical Details and Medical Registration Details

Multiple places of practice may be added per healthcare provider. You can navigate between practices to view corresponding referrals.

## Log In

1. Visit [www.consultmed.co](http://www.consultmed.co) or log in securely at <https://app.consultmed.co>
2. Enter your Username (email address) and Password
3. Select **'Log In'** and you will be taken to your Consultmed Dashboard

Select **'Forgot Password'** if you are unable to remember your password. You will receive an email prompting you to create a new password.

## Send a Referral

1. On the Dashboard, select **'+ New Referral'**
2. Select the patient you would like to refer

This may be a pre-existing patient or you can add a new patient by selecting **'+New Patient'**. Patient details will be saved automatically.

3. Enter the patient's personal details
4. Select where you would like the referral to be sent

A secure referral may be sent to a participating Hospital, Department, Specialist Clinic or Consultant.

5. Enter patient's clinical details and reason for referral
6. Add any additional documents (e.g. imaging)
7. Customise the referral period and enable tracking

Indicate whether the patient/carer would like a secure copy of the referral and status updates via email.

9. Select **'Submit'**

To view all previous referrals, select the **'Sent Referrals'** Folder

Best experience:  Chrome  Firefox  Edge

Not supported:  Internet Explorer, due to security concerns



Need support or want to learn more?  
[hello@consultmed.co](mailto:hello@consultmed.co)

Together we can  
**#AxeTheFax**



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