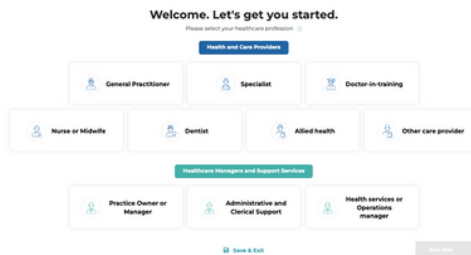


# How to create a new Consultmed account

**Step 1:** Visit [www.consultmed.co](http://www.consultmed.co) and click 'Create Account'.

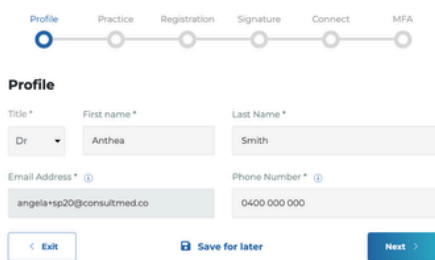
Enter your email and create a password.

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

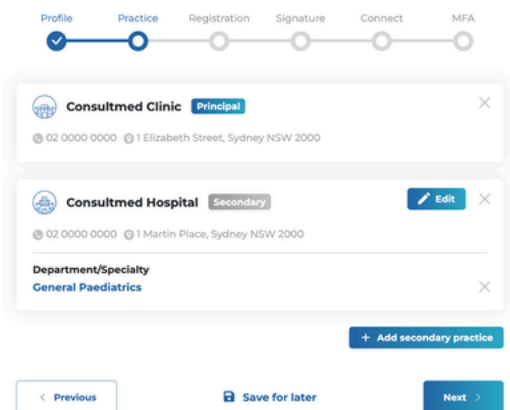


**Step 3:** Enter your full name and preferred phone number.

Your contact details are used only for verification and referrals and won't be shared with third parties.

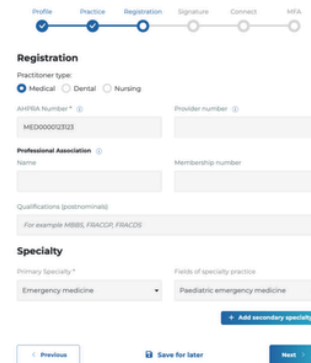


**Step 4:** Add your workplace, which may include a hospital, healthcare organisation or a private practice.

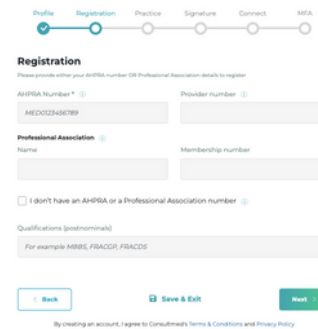


**Step 5:** Enter your AHPRA or relevant professional association details. Non-registration holders, such as practice managers, are able to skip this step.

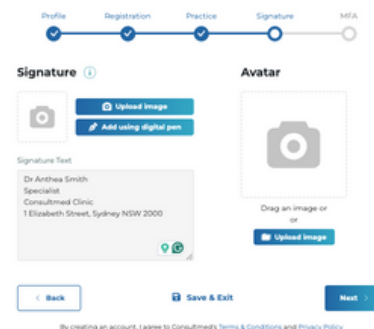
## AHPRA/professional association holders



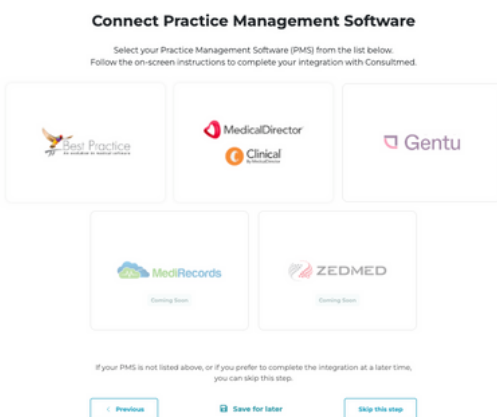
## Non-registration holders



**Step 6:** Create or upload your signature, which will be automatically added to the end of referral letters.



**Step 7:** Select your relevant PMS to integrate with Consultmed.



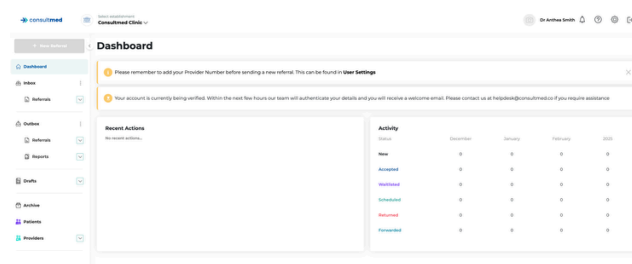
**Step 8:** Set up MFA by choosing a verification method, either an authentication app or SMS.



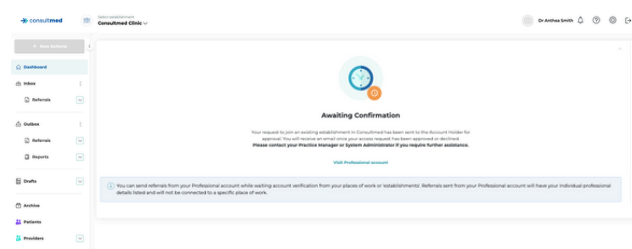
You will be directed to your dashboard, where you can start sending and receiving referrals.

**Note:** If you're joining an existing establishment in Consultmed, your request will be sent to the establishment's Account Holder for approval. You will receive an email once it has been approved or declined. If you're creating a new establishment, the Consultmed team will review and verify this.

**New establishment**



**Existing establishment**



**Professional account**

You can send referrals from your Professional account while waiting for account verification from your places of work.

Referrals sent from your Professional account will have your individual Professional details listed and will not be connected to a specific place of work.

