



# Quick Reference Guide

## Creating a New Referring Clinician Profile

1. Select 'Referring Clinicians' from under the Facility Administration section in the left hand navigation menu.
2. Select the 'New' button located at the top of the Referring Clinicians page.



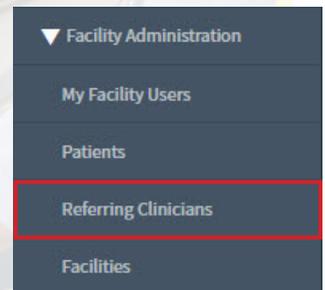
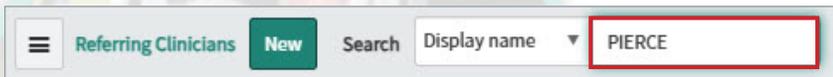
3. Enter the 'First Name', 'Last Name', 'Provider number' and 'Email' of the referring clinician.

4. Select the 'Submit' button to save the profile.

The provider number and email address are mandatory fields, and the doctor confirms that the the patient meets the eligibility criteria under the [Ambulance Regulation 2015](#). The referring clinician will receive an email each time their name is used to authorise ambulance transport.

## Deactivate a Referring Clinician Profile

1. Select 'Referring Clinicians' from under the Facility Administration section in the left hand navigation menu.
2. Search for the doctor's name using the global search bar located at the top of the Referring Clinicians page, hit enter to initiate the search.



3. Select the doctor's 'Display name' from the first column.

Display name	First name	Last name
*PIERCE	Search	Search
<a href="#">HAWKEYE PIERCE</a>	HAWKEYE	PIERCE

4. Select the 'Active' check box below the email to deselect.

\* Email

Active

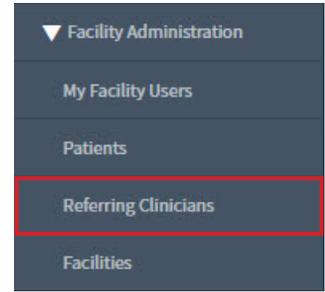
5. Select the 'Update' button at the top right of the referring clinicians profile page.



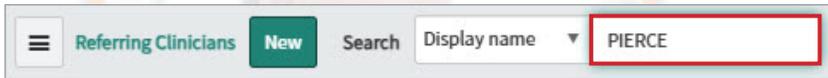


## Reactivate a Referring Clinician Profile

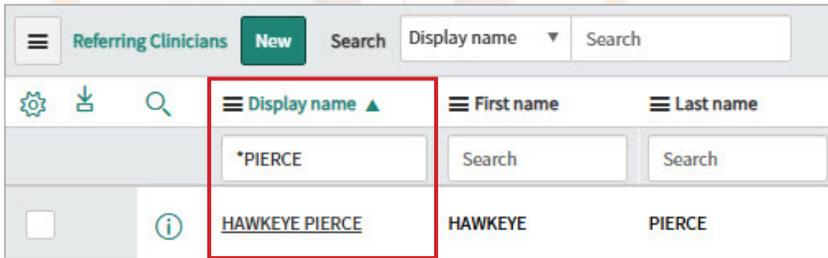
1. Select 'Referring Clinicians' from under the Facility Administration section in the left hand navigation menu.
2. Select the word 'All' at the beginning of the page breadcrumb to display all active and deactivated referring clinician profiles.



3. Search for the doctor's name using the global search bar located at the top of the Referring Clinicians page, hit enter to initiate the search.



4. Select the doctor's 'Display name' from the first column.



5. Select the 'Active' check box below the email.



6. Select the 'Update' button at the top right of the referring clinicians profile page.

