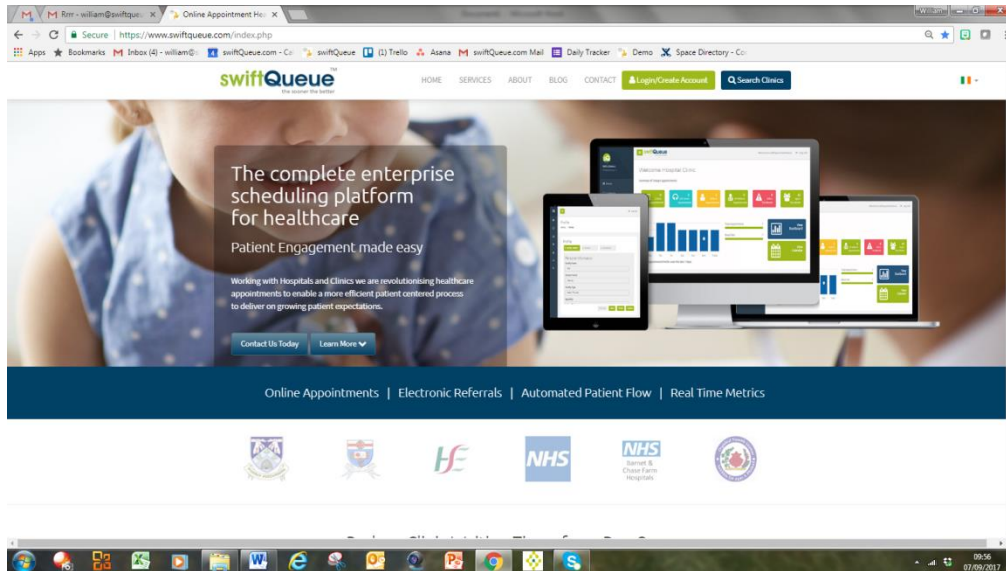
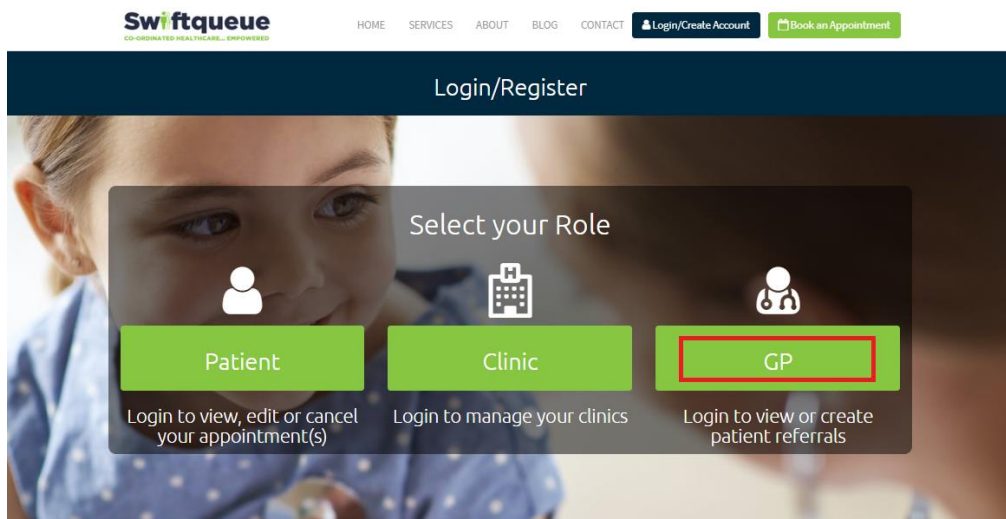


GP Registration and Making a Referral

Please visit www.swiftqueue.co.uk



On the website click **Login / Create Account** and then select **GP**.



Select **Register here**.

Swiftqueue
COORDINATED HEALTHCARE... ENHANCED

HOME SERVICES ABOUT BLOG CONTACT Login/Create Account Book an Appointment

GP Login/Registration

Existing user login

Email Address

Password

I Forgot my Password Sign In

Are you a new user?

Register here

Need help booking online? Email us at support@swiftqueue.com

Read and **Agree** to the Data Processing Consent.

Data Processing Consent

Swiftqueue are assigned to process the appointment information on behalf of the clinic you have chosen to book with. Swiftqueue is a registered Data Processor and will not use your information for any other reason other than the following:

- Booking your appointment
- Sending you a confirmation and reminder notifications (these can be turned off within your patient portal)
- Following up on any incomplete registrations
- Support around your appointments
- Following up on no shows
- Anonymised statistics for the clinics

By continuing to register you agree that Swiftqueue will process your information on behalf of the clinic. Swiftqueue never shares information with third parties.

Your continued consent can also be managed or revoked by you within your patient portal after you first register.

Why do you need my contact details?

In order to register, we require you to enter your email (mandatory) and phone number (optional). We do not use that information for any purpose other than sending you notifications regarding appointments or creating your online account. These communication settings can be turned on or off within your patient portal from the 25th May 2018.

I Do Not Agree (Go Back)

I Agree (Proceed)

Complete the required details and click **Register** at the bottom of the screen.

Register →

Swiftqueue
COORDINATED HEALTHCARE... EMPOWERED

HOME SERVICES ABOUT BLOG CONTACT Login/Create Account Book an Appointment

Register as a GP

Already have an account? Sign in here →

Account Details

Test GP 2

testgp2@swiftqueue.com

testgp2@swiftqueue.com

Password must be at least 8 characters in length and contain at least one lowercase letter, at least one uppercase letter and at least one number.

Practice Details

Test GP 2

0868631020

Ipswich, Suffolk, England, United Kingdom

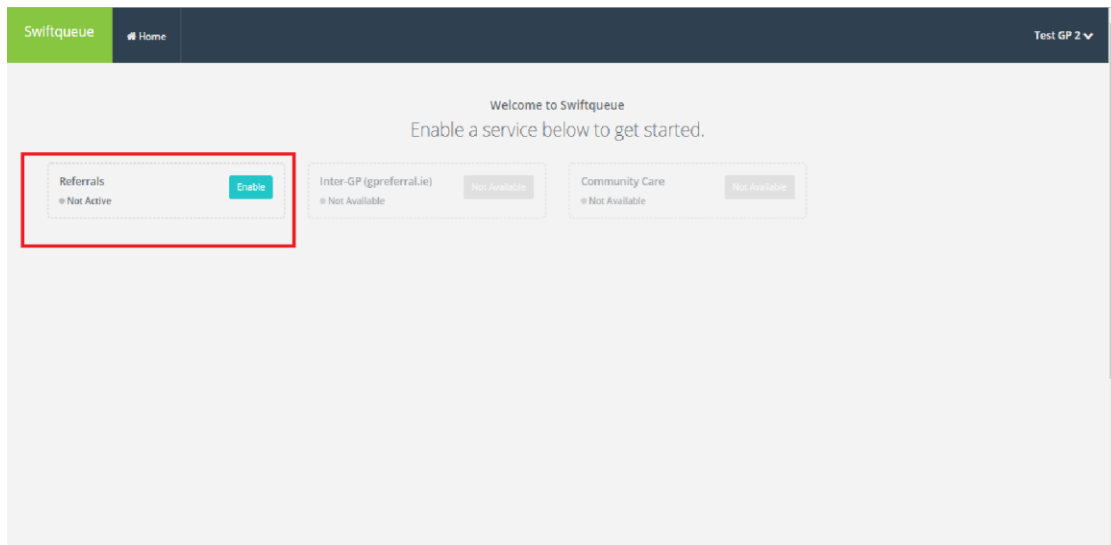
Register

The information required for this section is:

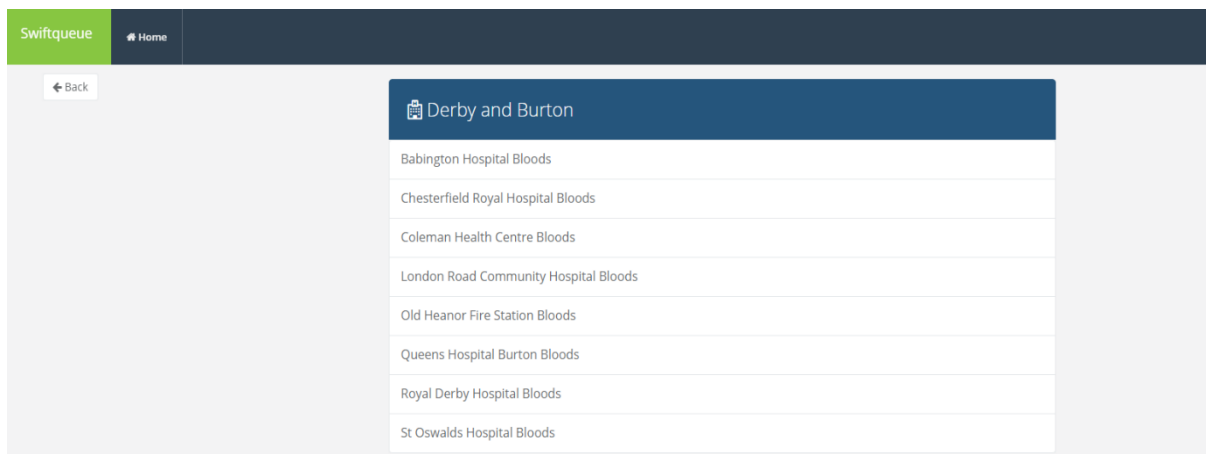
- Name
- Email address
- Practice information
- Secure code

Note the secure code is sw1ft45

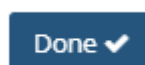
From the options given, choose **Referrals** by selecting **Enable**.



Then **Select** the Hospitals you would like to refer into.

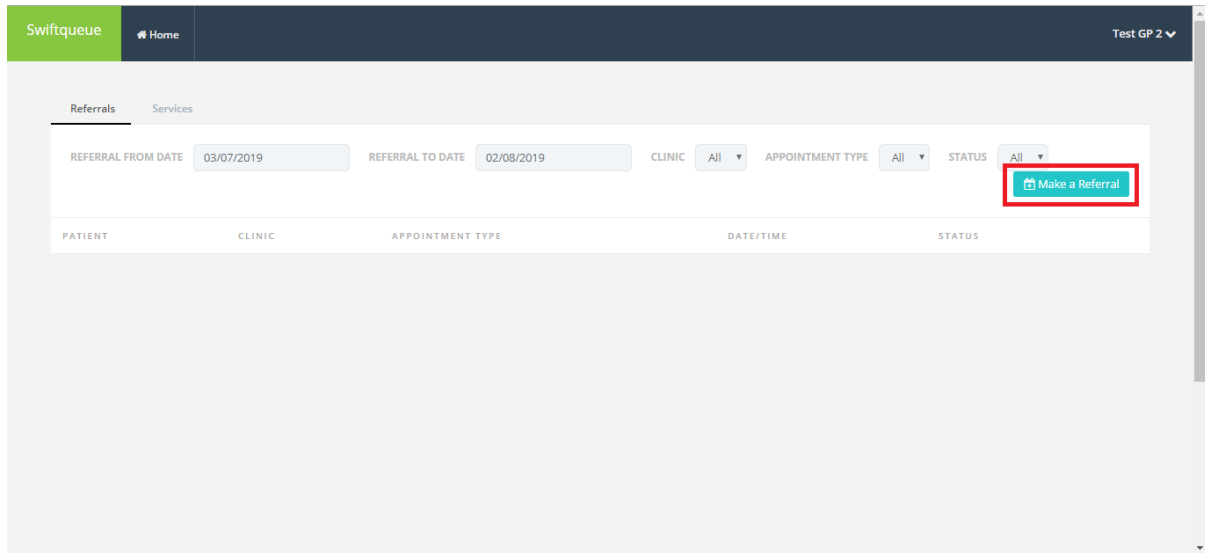
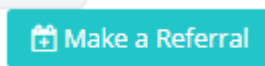


Once you have selected the hospitals click

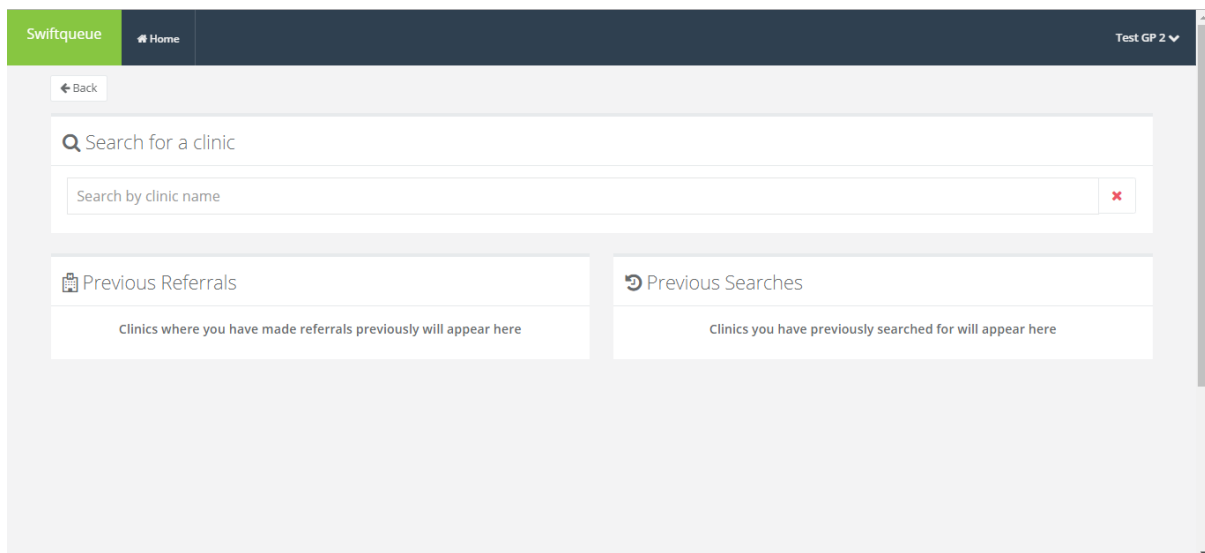


This is the GP dashboard, where any upcoming or previous referrals will be shown.

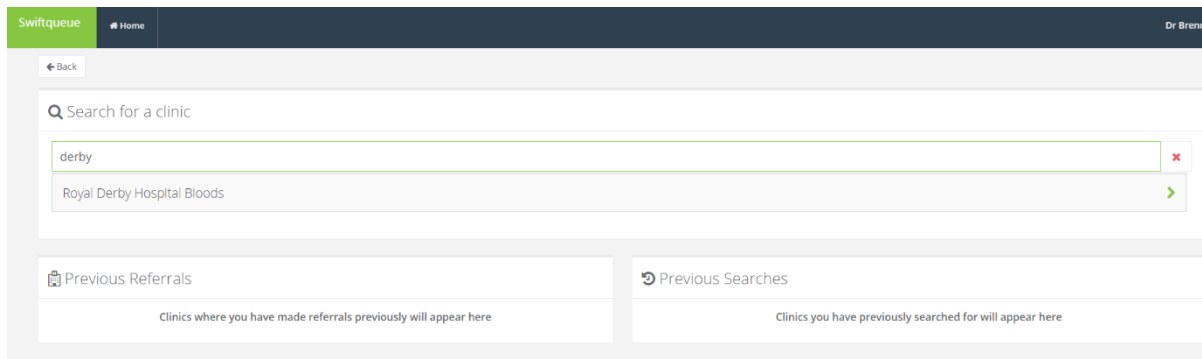
To make a referral click on



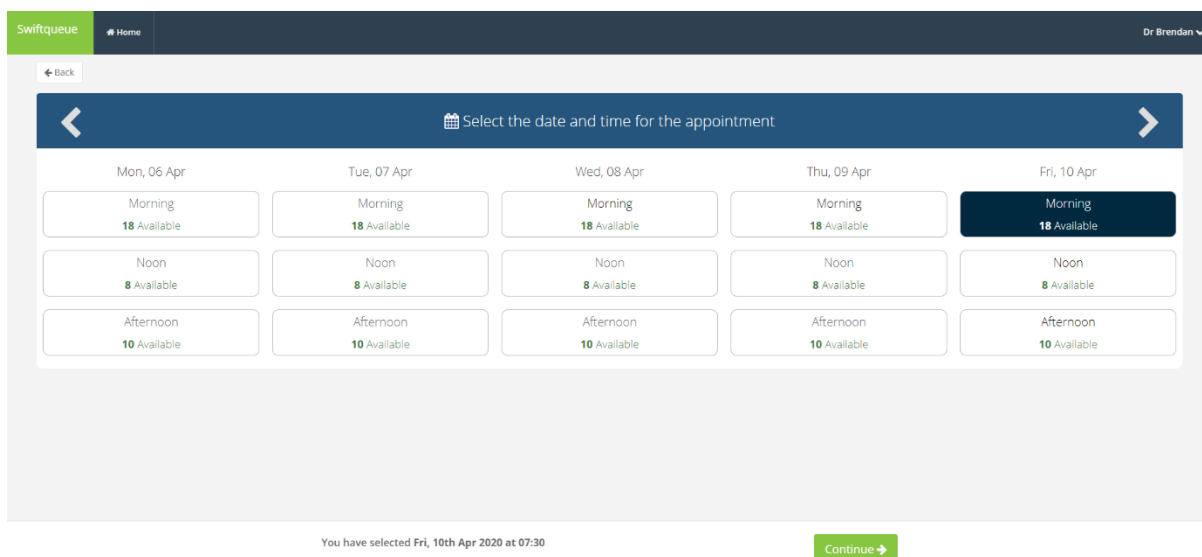
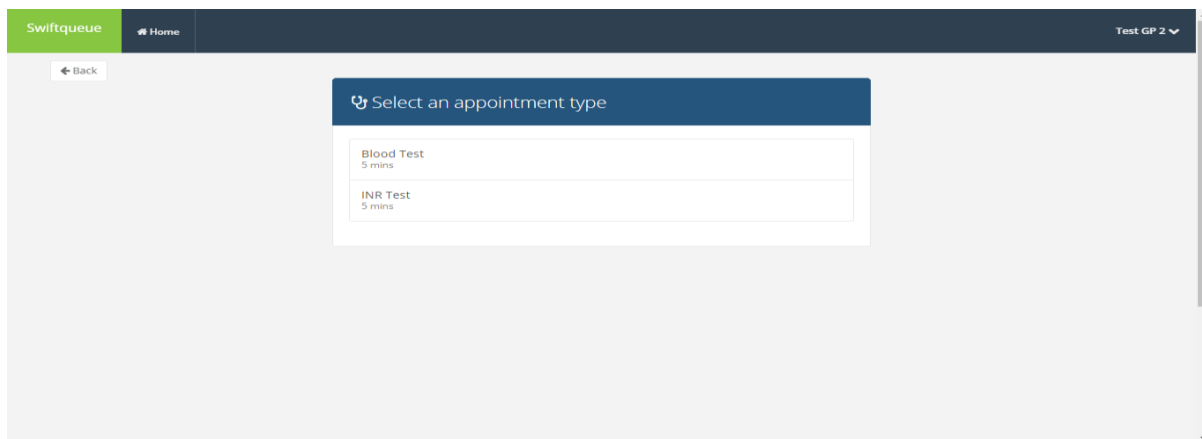
Simply **Search** for the hospital you wish to make a referral to. This needs to be the clinic name rather than the trust name.



Once searched select the clinic you wish to make a referral into.



Select the appointment type.

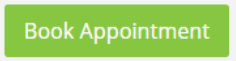


Select the **date** required for the appointment and specify the **time**. Click

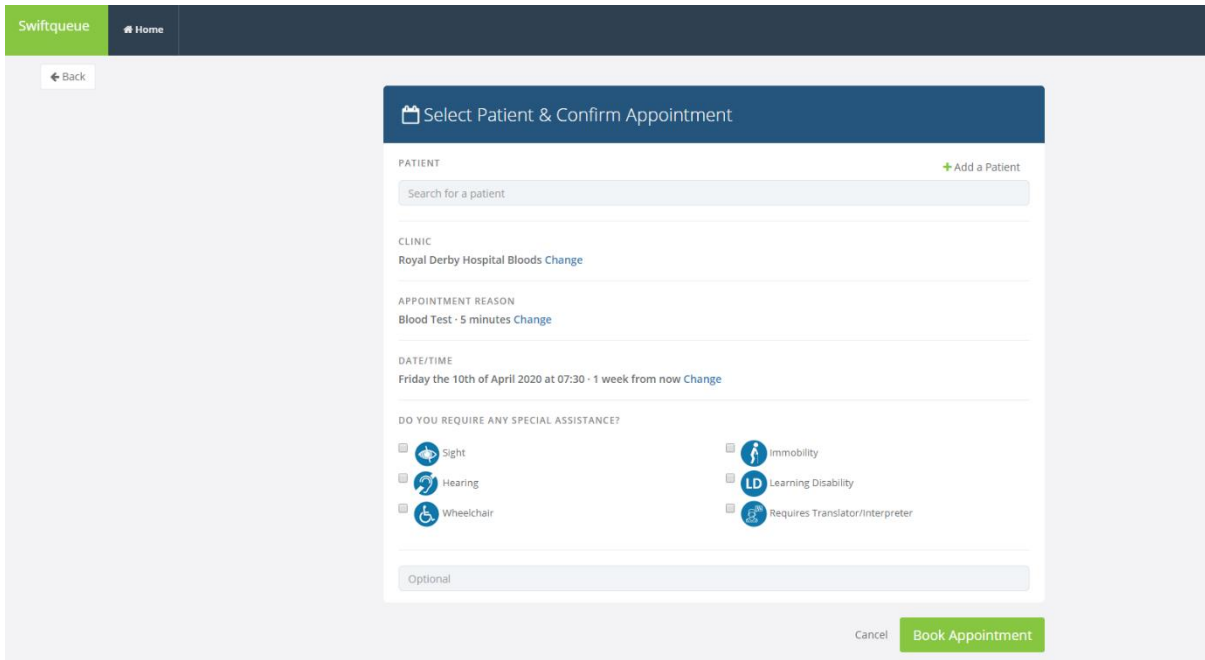


Select the patient you wish to make the referral for and click at the bottom of the screen.

Here you can also select if the patient requires any special additional comments for the hospital/clinic to see.

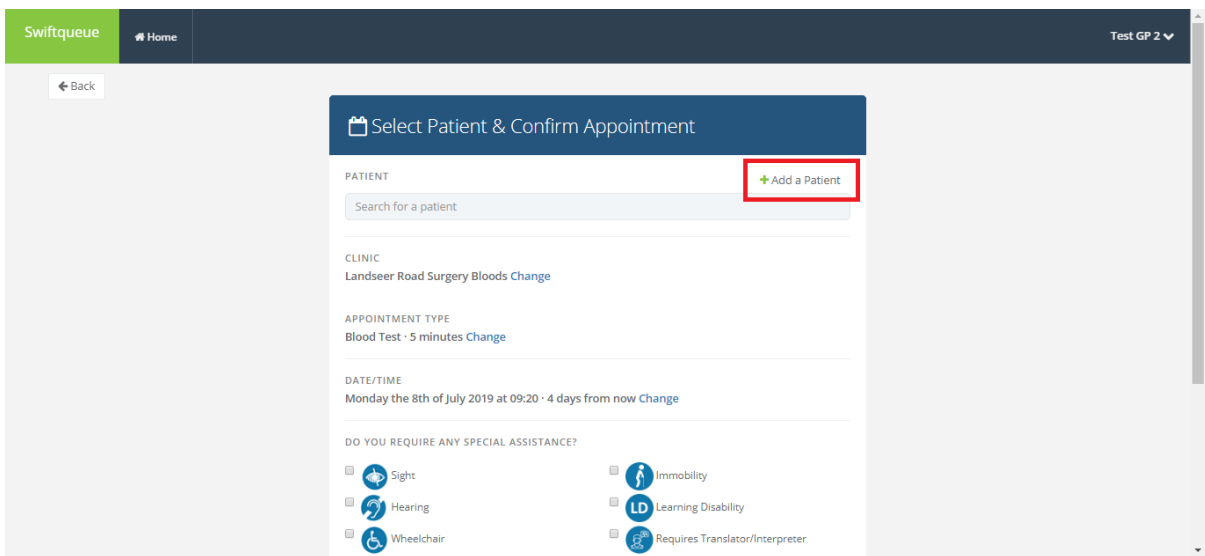


assistance or



If you need to add a new patient click on

[+ Add a Patient](#)



Fill out the required information and click [Add Patient](#) at the bottom of the screen.

The email address & mobile number provided for the patient will be used to send notifications for confirmed or cancelled appointments.

The screenshot shows the 'Add a Patient' form in the Swiftqueue system. The form is a modal window with a white background and a dark border. It contains the following fields and options:

- First Name:** A text input field with the placeholder 'First Name'.
- Surname:** A text input field with the placeholder 'Surname'.
- Date of Birth (DD/MM/YYYY):** Three separate input fields for 'DD', 'MM', and 'YYYY'.
- Gender:** Two radio button options: 'Male' and 'Female'.
- Validation Message:** A blue banner with a warning icon and the text 'An E-Mail Address or Mobile Number must be provided'.
- E-Mail Address:** A text input field with the placeholder 'E-Mail Address'.
- Mobile Number:** A text input field with the placeholder 'Mobile Number'.
- NHS Number (optional):** A text input field with the placeholder 'NHS Number'.

Once the appointment is booked, you are then directed back to the referrals dashboard. Here you can **view/reschedule/cancel** the appointments.

The screenshot shows the 'Referrals' dashboard in the Swiftqueue system. The dashboard has a dark header with 'Swiftqueue' and 'Home' on the left, and 'Test GP 2' on the right. Below the header, there are two tabs: 'Referrals' (selected) and 'Services'. The main content area contains a filter section with the following fields:

- REFERRAL FROM DATE:** 03/07/2019
- REFERRAL TO DATE:** 02/08/2019
- CLINIC:** All (dropdown menu)
- APPOINTMENT TYPE:** All (dropdown menu)
- STATUS:** All (dropdown menu)

There is a 'Make a Referral' button on the right side of the filter section. Below the filter section is a table with the following data:

PATIENT	CLINIC	APPOINTMENT TYPE	DATE/TIME	STATUS
Patrick McGrane	Landseer Road Surgery Bloods	Blood Test	Mon, 8th Jul 2019 at 09:20 4 days from now	Active