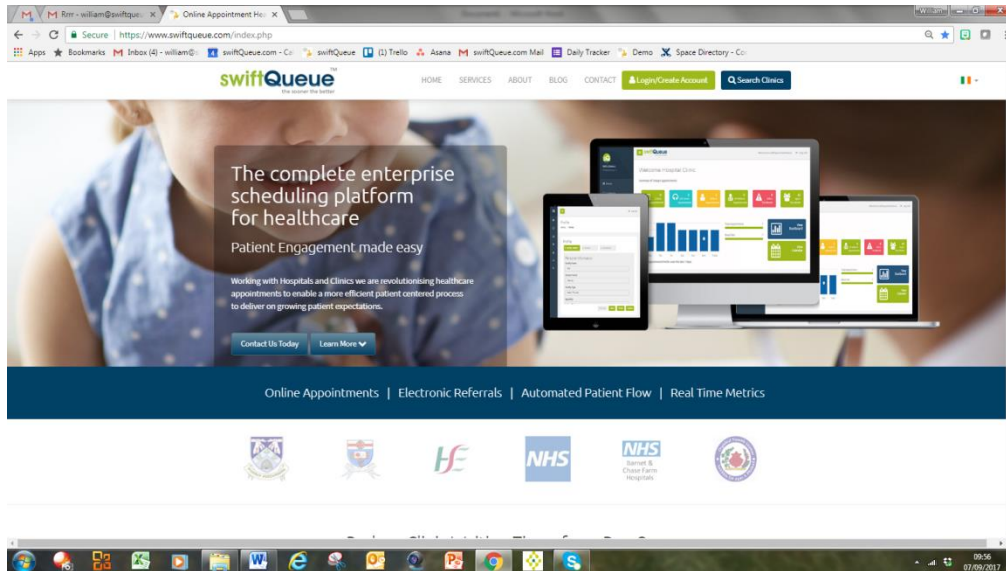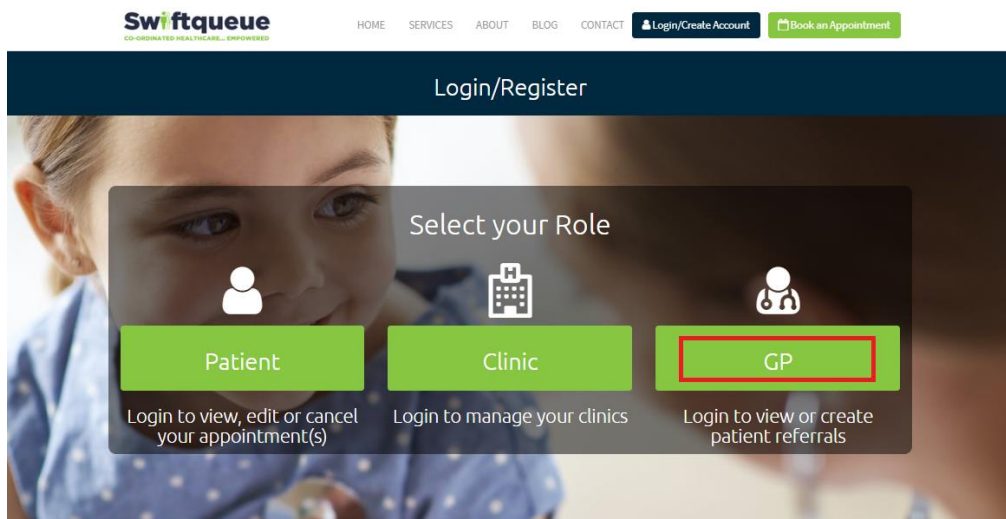# GP Registration and Making a Referral

Please visit   www.swiftqueue.co.uk

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

Select **Register here.**

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

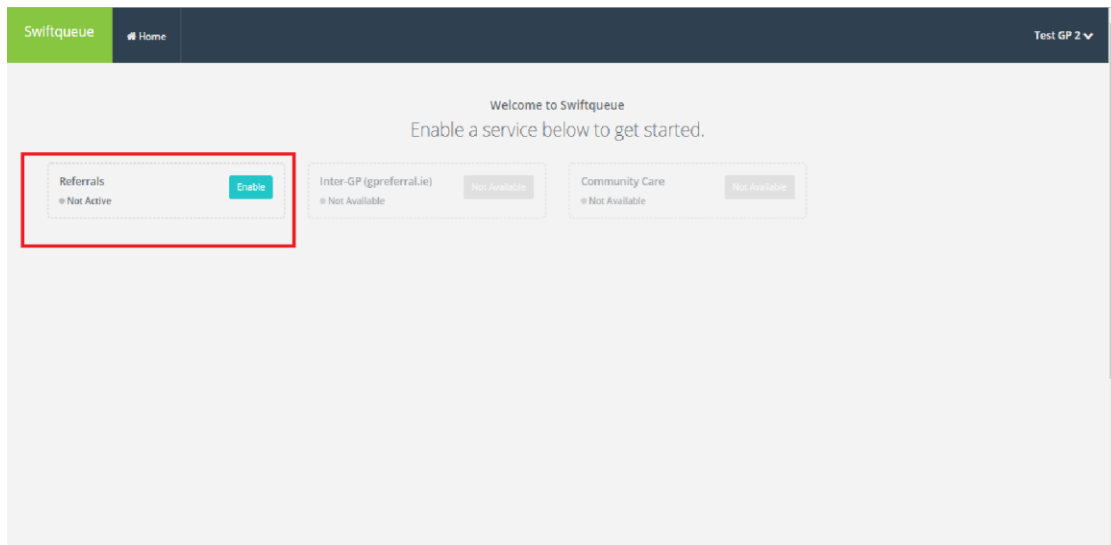Complete the required details and click **Register** at the bottom of the screen.

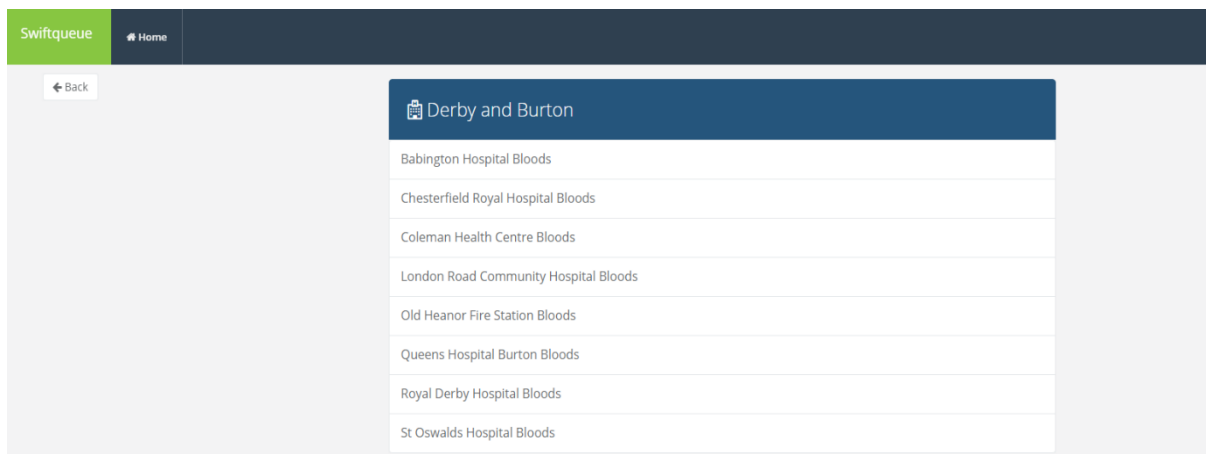The information required for this section is:

- Name
- Email address
- Practice information
- Secure code
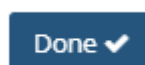
Note the secure code is sw1ft45

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

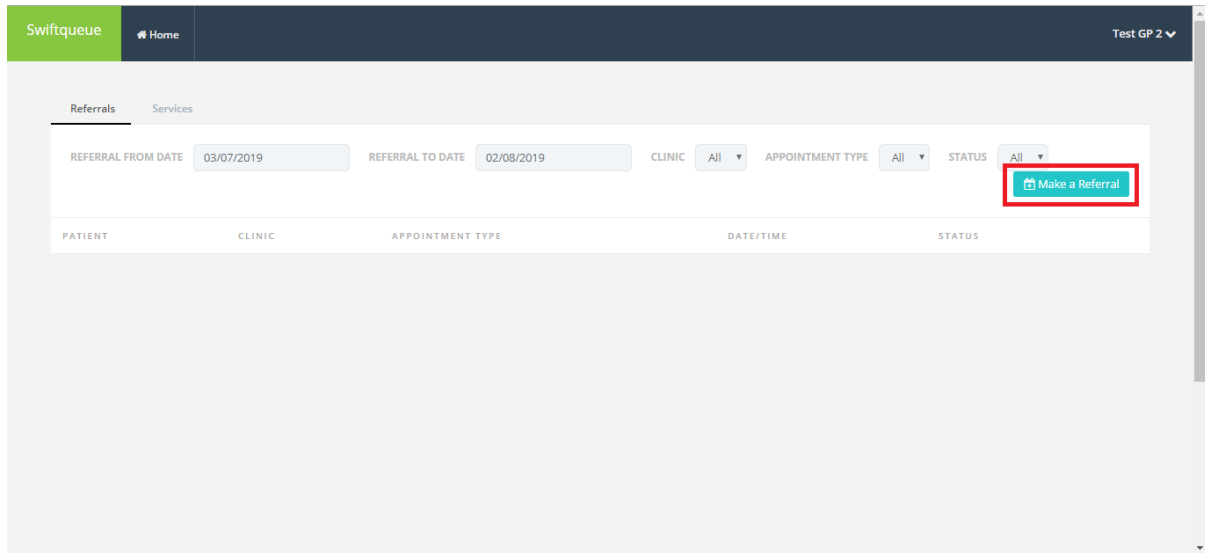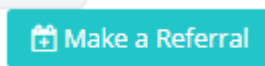Then **Select** the Hospitals you would like to refer into.

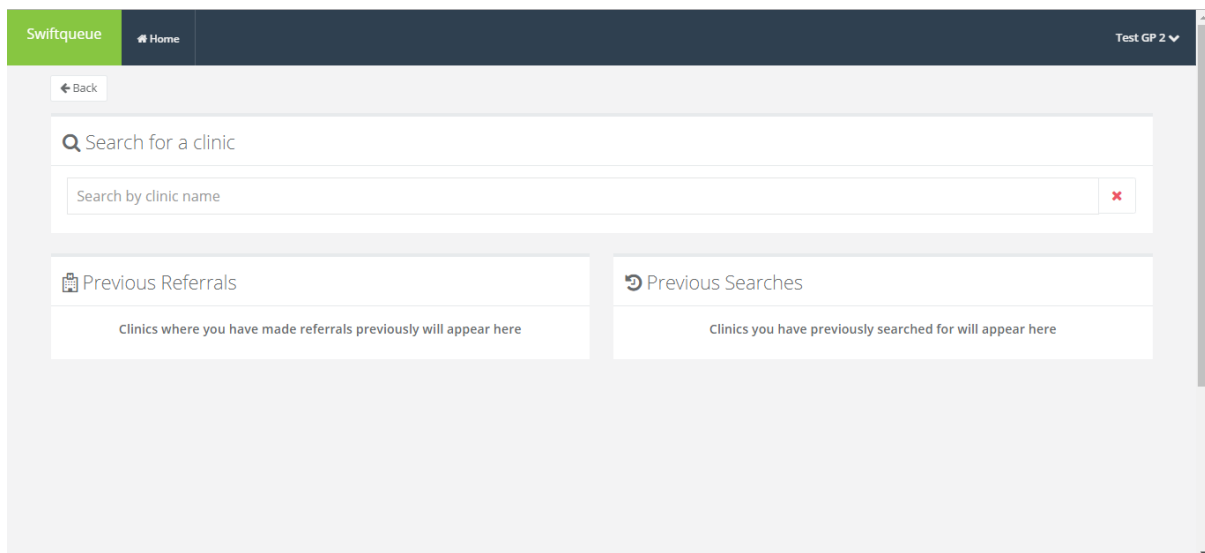Once you have selected the hospitals click

This is the GP dashboard, where any upcoming or previous referrals will be shown.
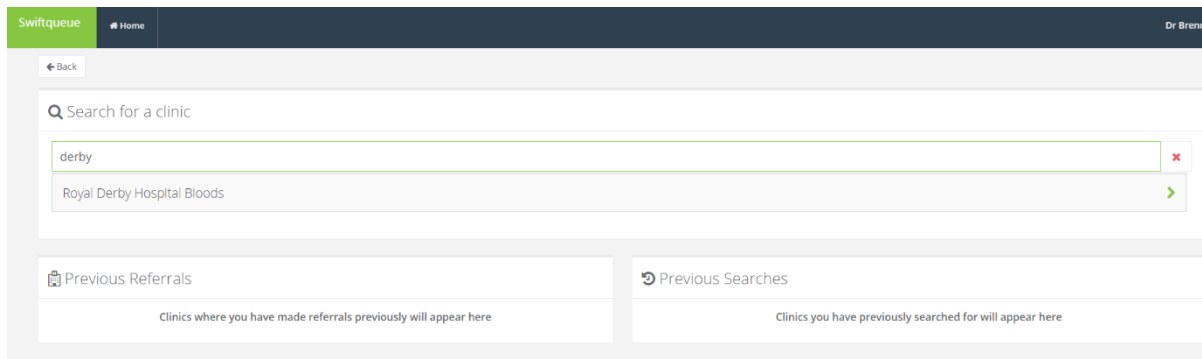
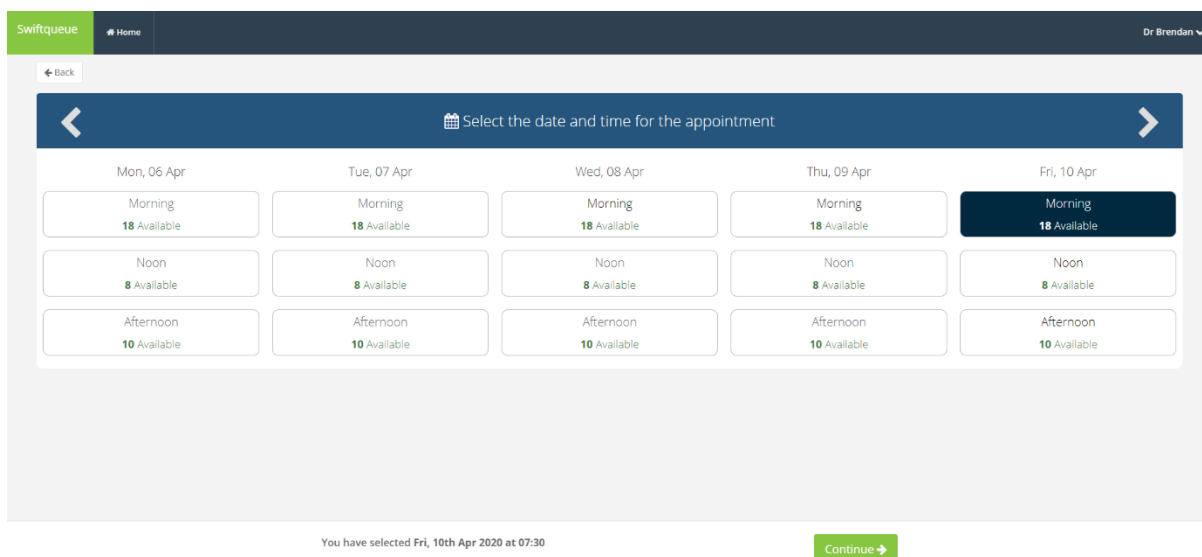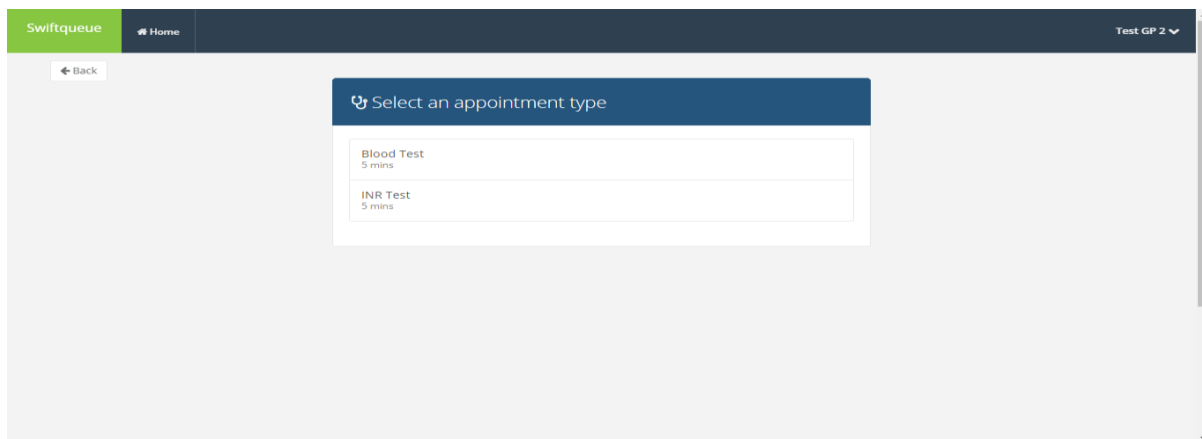To make a referral click on **Make a Referral**

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.
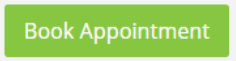

Select the appointment type.

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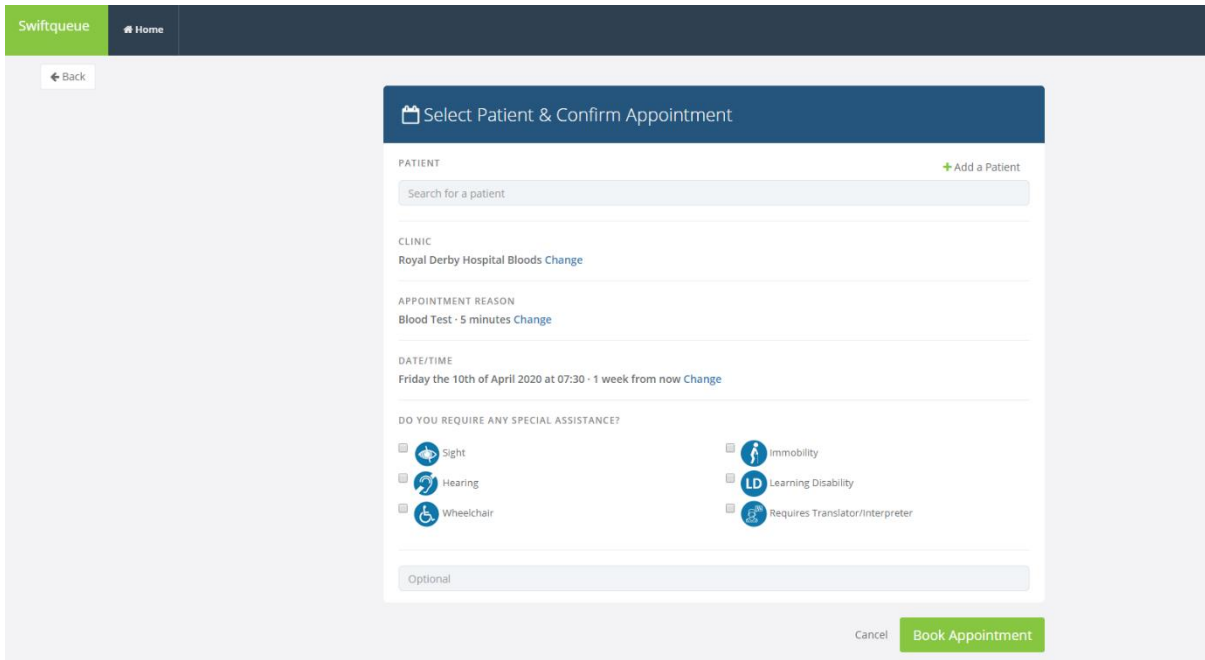
 Continue →

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

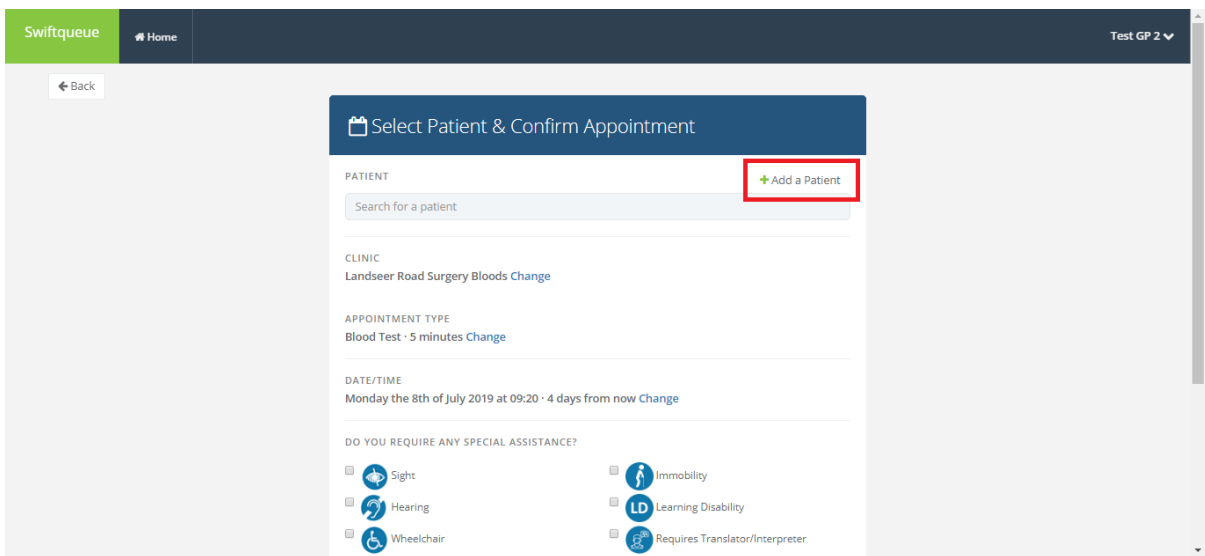Here you can also select if the patient requires any special Book Appointment assistance or additional comments for the hospital/clinic to see.

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.

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