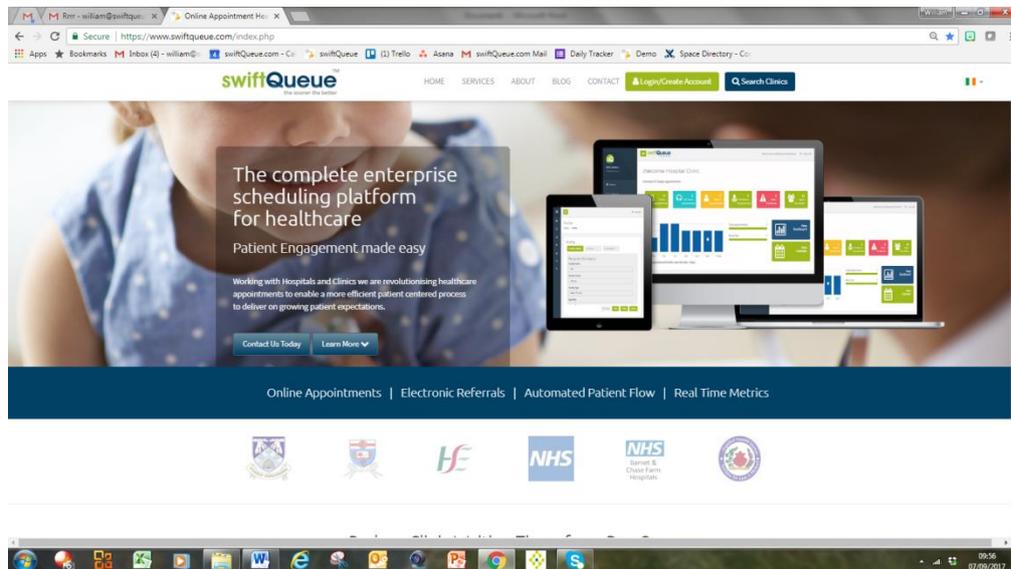


GP Registration and Making a Referral

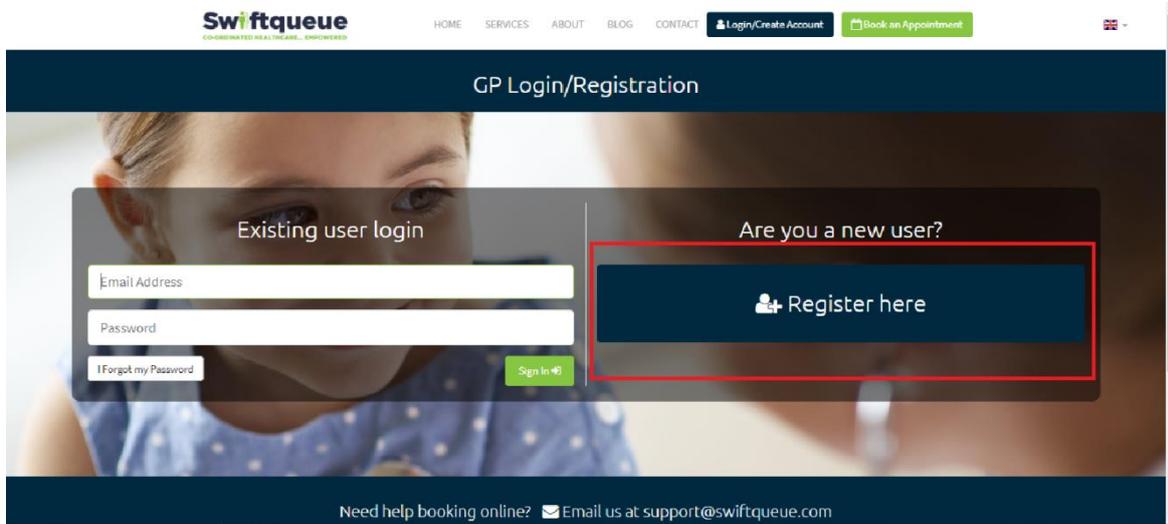
Please visit www.swiftqueue.co.uk



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



Select **Register here**.



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

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.



Swiftqueue
CO-ORDINATED HEALTHCARE... EMPOWERED

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

Register as a GP

Already have an account? Sign in here

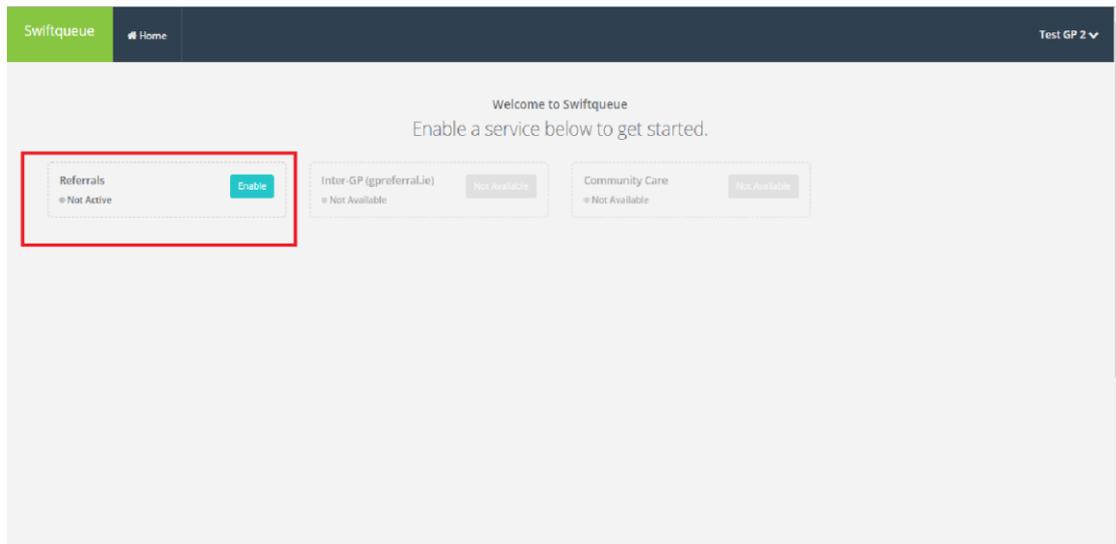
Account Details	Practice Details
<input type="text" value="Test GP 2"/>	<input type="text" value="Test GP 2"/>
<input type="text" value="testgp2@swiftqueue.com"/>	<input type="text" value="0866831020"/>
<input type="text" value="testgp2@swiftqueue.com"/>	<input type="text" value="Ipswich, Suffolk, England, United Kingdom"/>
<small>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.</small>	<input type="text" value="*****"/>
<input type="password" value="*****"/>	
<input type="password" value="*****"/>	

The information required for this section is:

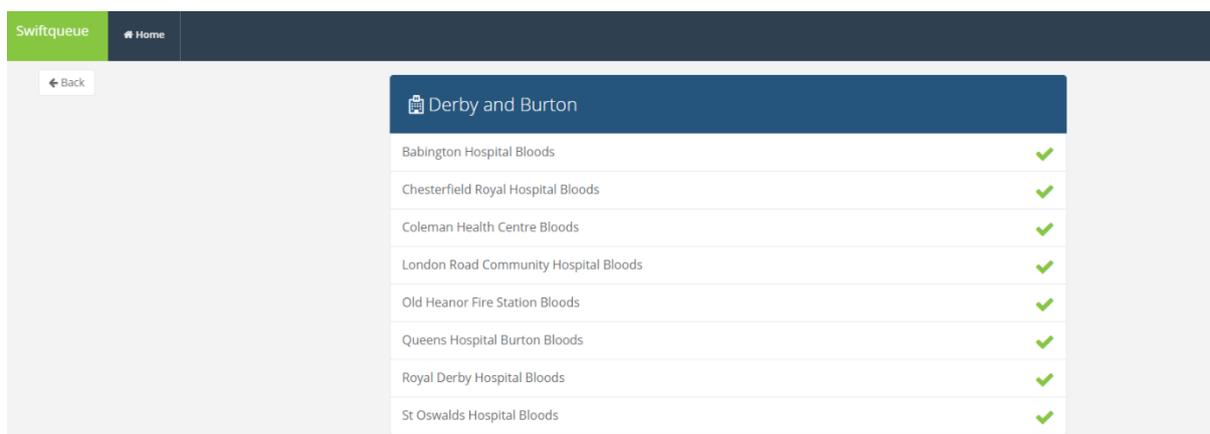
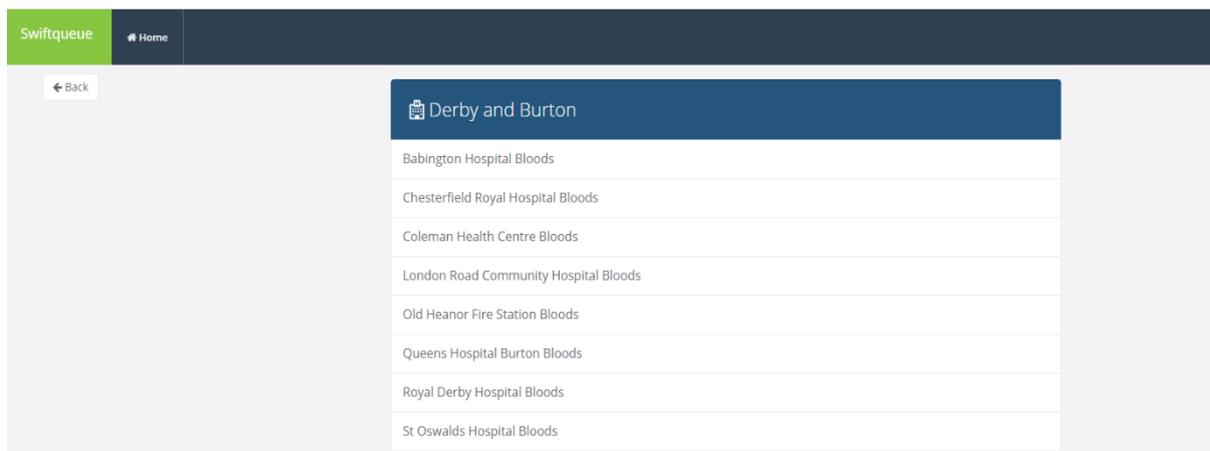
- Name
- Email address
- Practice information
- Secure code

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.

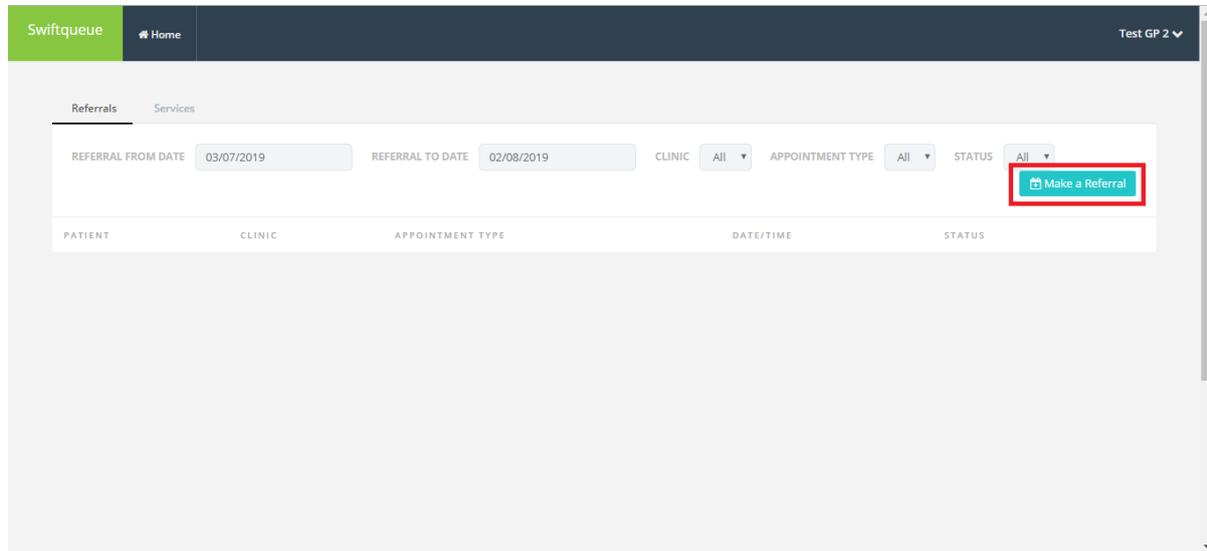


Once you have selected the hospitals click

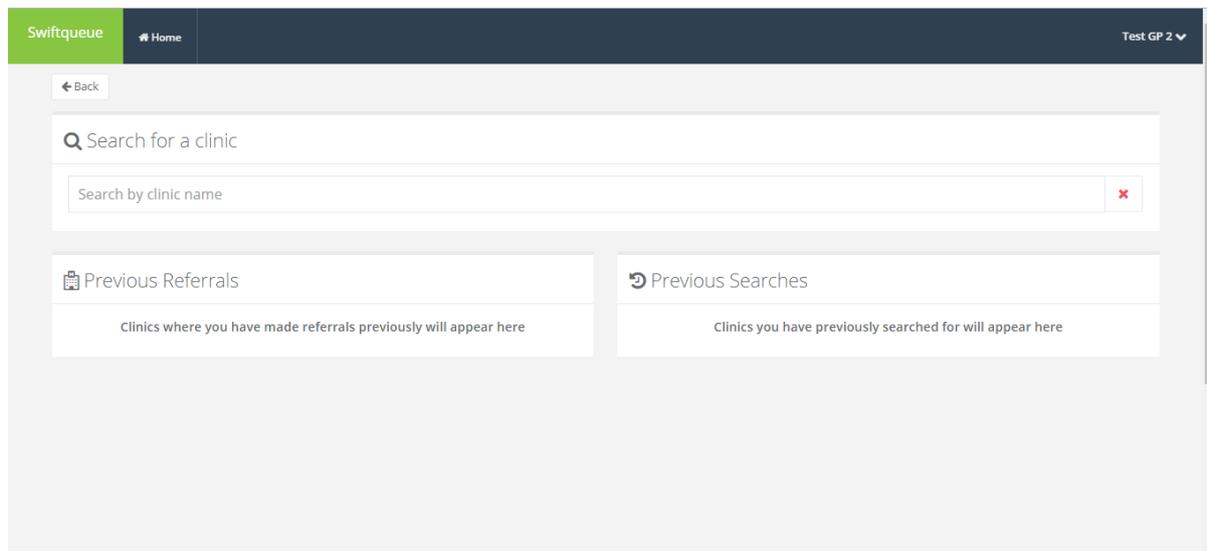


This is the GP dashboard, where any upcoming or previous referrals will be shown.

To make a referral click on



Simply **Search** for the hospital you wish to make a referral to.



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

The screenshot shows the Swiftqueue search interface. At the top, there is a navigation bar with 'Swiftqueue', 'Home', and 'Dr Brenda'. Below this is a search bar with the text 'Search for a clinic'. A search input field contains the word 'derby'. Below the input field, a dropdown menu shows 'Royal Derby Hospital Bloods'. There are also sections for 'Previous Referrals' and 'Previous Searches', both with placeholder text indicating where previous activity would be displayed.

Select the appointment type.

The screenshot shows the Swiftqueue appointment type selection screen. The navigation bar includes 'Swiftqueue', 'Home', and 'Test GP 2'. A central box titled 'Select an appointment type' contains two options: 'Blood Test 5 mins' and 'INR Test 5 mins'.

The screenshot shows the Swiftqueue date and time selection screen. The navigation bar includes 'Swiftqueue', 'Home', and 'Dr Brendan'. A central box titled 'Select the date and time for the appointment' displays a calendar grid for the week of April 6th to 10th. The grid shows availability for Morning, Noon, and Afternoon slots. The 'Morning' slot for 'Fri, 10 Apr' is selected. Below the grid, a confirmation message reads 'You have selected Fri, 10th Apr 2020 at 07:30' and a green 'Continue' button is visible.

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

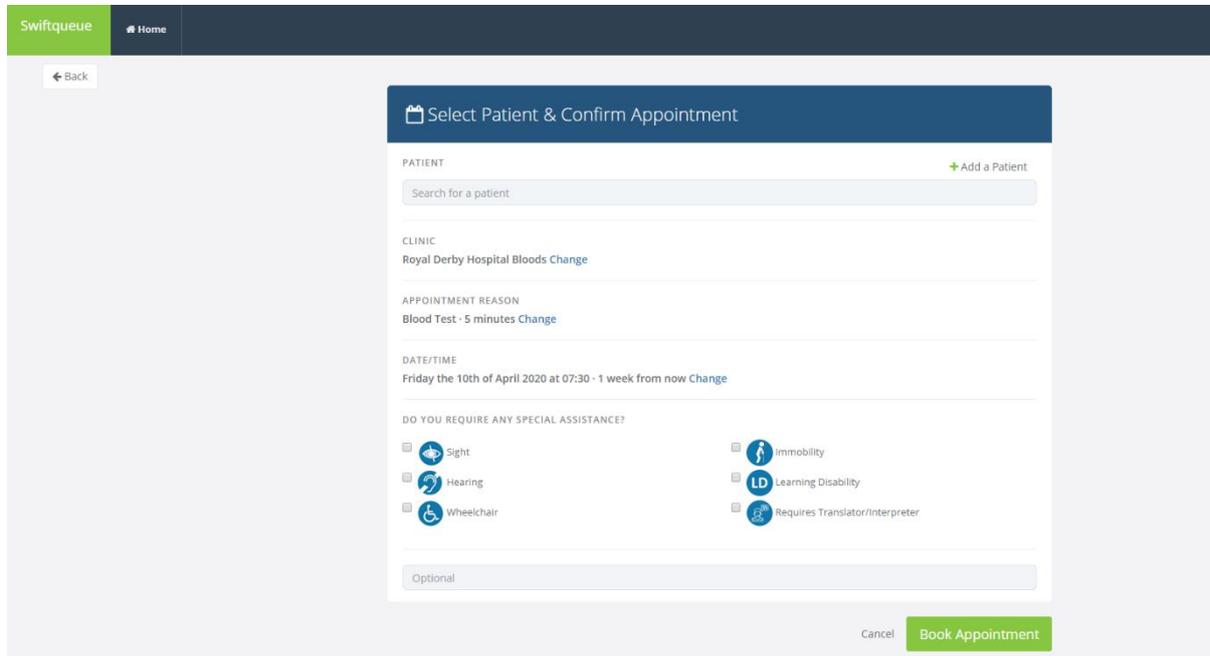


Select the patient you wish to make the referral for and click at the bottom of the screen.

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

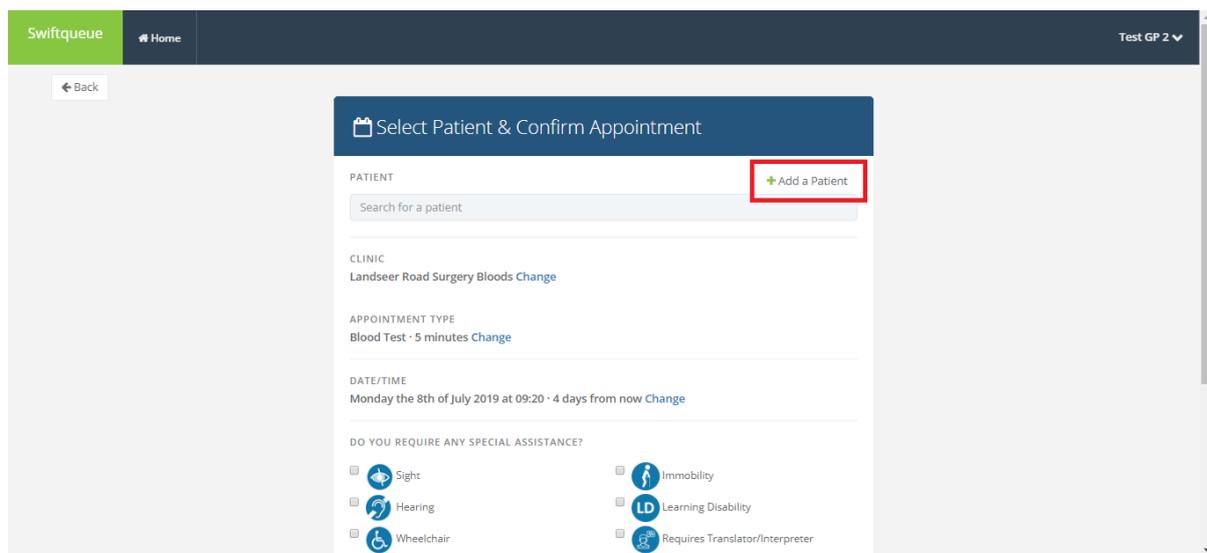
[Book Appointment](#)

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 a modal window titled "Add a Patient" overlaid on a blurred background of the Swiftqueue interface. The form 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:** A blue error message box stating "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. At the top, there are filters for "REFERRAL FROM DATE" (03/07/2019), "REFERRAL TO DATE" (02/08/2019), and "CLINIC" (All). Below these are dropdown menus for "APPOINTMENT TYPE" (All) and "STATUS" (All). A "Make a Referral" button is visible on the right. The main content 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