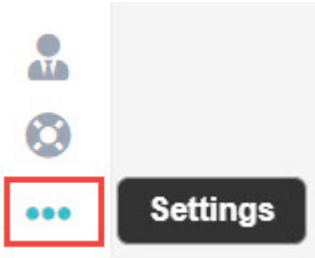


# Referring Doctors

To access a list of the referring doctors you have added into Fydo simply follow the below steps:

1. Click on **Settings**

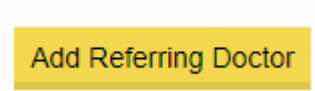


2. Then, **Referring Doctors**



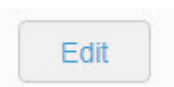
This will display a list of all the referring doctors you currently have.

To **add** a referring doctor, click the yellow **Add Referring Doctor** button on the top right hand corner of your screen:



To **Edit** the details of an existing doctor, simply click **anywhere** along the row for that doctor, and you will be taken to the edit screen:

To get started editing, click on the **Edit** button on the top right hand corner of the page.



Whether you decided to **Add** a new Referring Doctor, or **Edit** an existing one, you will be met with the same screen:

## Referring Doctor Details

Number	<input type="text"/>	Provider Number	<input type="text" value="123456AF"/>
Title	<input type="text" value="Dr"/>		
First Name	<input type="text" value="Test"/>		
Surname	<input type="text" value="Doctor"/>		
Practice Name	<input type="text" value="The ACSS Test Practice"/>		
Address	<input type="text" value="123 ACSS Street"/>		
	<input type="text"/>		
Suburb	<input type="text" value="HOMEBUSH"/>	NSW	<input type="text" value="2140"/>
Phone	<input type="text" value="()-"/>	Fax	<input type="text" value="()-"/>

Type	<input type="text" value="GP"/>	<input style="background-color: #007bff; color: white; border: none; padding: 2px 5px; border-radius: 3px; font-weight: bold; font-size: 0.8em; vertical-align: middle;" type="button" value="?"/>
Speciality	<input type="text"/>	
Email	<input type="text" value="Test.Dr@test.com.au"/>	
Mobile	<input type="text" value="- -"/>	
Created On	<input type="text" value="26/03/2020"/>	
Birthdate	<input type="text" value="01/01/1990"/>	<input style="font-size: 0.8em; vertical-align: middle;" type="button" value="Calendar"/>
Status	<input checked="" type="checkbox"/> Active	

Simply fill out, or change the fields as needed.

Remember, the required fields for a referring doctor are:

- **Provider Number - You can put a 0 if you do not have the number. Please note that you will need to enter it before submitting your claims, or you will run into rejections.**
- **First Name and Surname**
- **Type (GP or Specialist) - This affects the length of the referral, GP: 12 months, Specialist: 3 months.**
- **Speciality (If Specialist is selected)**

While there are a few other fields, they are optional.

Once you are happy with your changes, click the green **Save** button to lock them in.

Save

You are also able to **Create** and **Edit** referrals from within the **Patient Details**, should you wish to do so, please see our [Creating a Patient](#) wiki page.