

# 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**

> 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:

Add Referring Doctor

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.

Edit

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		Provider Number	123456AA
Title	Dr		
First Name	Clark		
Surname	Griswold		
Practice Name	Dr Griswold's Medical Centre		
Address	1 Long Street		
Suburb	LEEDERVILLE	WA	6007
Mailing Address			
Mailing Suburb			
Practice Phone	(00)5555-6666	Practice Fax	()-
Practice Email			

Type	GP		
Speciality			
Email	drgriswold@mypractise.com.au		
Mobile	0400-111-222		
Alternate Phone1	() -	Alternate Phone2	() -
Created On	11/11/2025		
Birthdate	01/01/1990		
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. You can also upload any Doctors files that may be applicable such as APHRA, Drivers Licence, etc.

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.