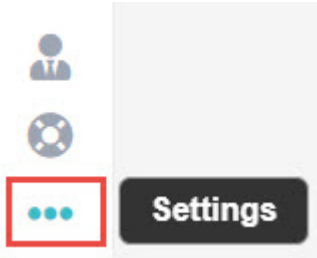


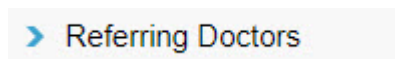
Referring Doctors

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

1. Click on **Settings**

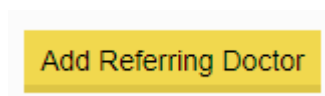


2. Then, **Referring Doctors**



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"/>			
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"/>			
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"/>			
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.