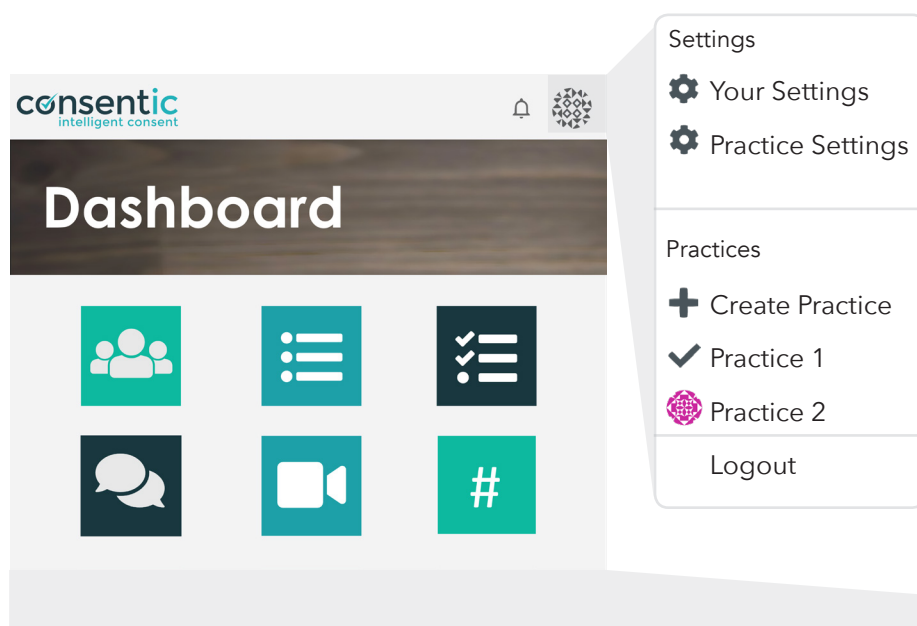




# User Instructions



Upon login, you will be greeted by the Dashboard, your one stop place for all Consentic features.



## Notification Bell

Alerts you on updates, such as completed consents and patient comments.

## Practice Icon

The pull down menu provides access to your account settings, practice settings, allows you to select a practice and to log out of the portal.



## Patients

The PATIENTS button directs you to a list of all registered patients. Here you can register new patients, edit and view existing patient details, and generate consent requests.



## Consent Requests

The CONSENT REQUEST button directs you to a list of the consent requests. Here you can track the progress of the consent requests, continue unfinished consents and generate new requests.



## Pending Consents

The PENDING CONSENTS directs you to the list of consent requests pending. Here you can track the progress of the consent requests, continue unfinished consents and generate new requests.



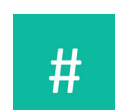
## Unseen Patient Comments

The UNSEEN PATIENT COMMENTS button directs you to a list of comments and queries patients have with their procedure.



## Consent Animations

The CONSENT ANIMATION button directs you to our library of animations. From here you can preview animations, their interactive consent questions and add a consent request.



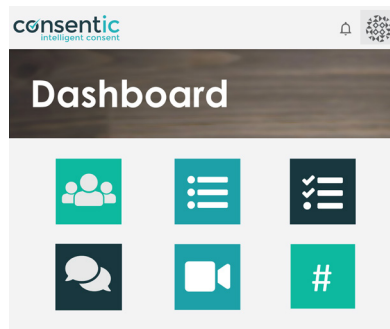
## Remaining Consents

The REMAINING CONSENTS button indicates the number of credits you have left in your subscription. Clicking on this button will direct you to your subscription settings, where you can update your subscription.

# Getting Started

Before we start consenting patients, take a moment to:

- ☐ Update your details,
- ☐ Update your practice details,
- ☐ Invite your practice members to join the ecosystem.



## Settings

- Your Settings
- Practice Settings

## Practices

- Create Practice
- Practice 1
- Practice 2
- Logout

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Profile Photo

Update Photo

Profile

Title

First Name

Last Name

Specialties

- ☐ Cardiology
- ☐ Dentistry
- ☐ Dermatology
- ☐ Gastroenterology
- ☐ General Surgery
- ☐ Ophthalmology
- ☐ Orthopaedic Surgery
- ☐ Other

Authority ☐ I sign consent requests

E-mail

Mobile Number

Update

## Editing your profile

1. Click on the pull-down menu next to the practice icon
2. Click on 'Your Settings'

Select relevant specialties

- ☒ Animations available in the library will be restricted to selected specialties.

Authorise permission to sign consent.

Only tick this box if you will be signing consents.

Practice managers and admin staff should NOT tick this box.

## Setup your practice profile

1. Click on the pull-down menu next to the practice icon
2. Click on 'Practice Settings'
3. Upload your practice's logo
4. Fill in the remaining fields

The consent request email is where the pdf of completed consents will be sent.

We recommend this be to your admin staff who will upload it onto the clinical record.



Send an E-mail to practice members, invite them to join the ecosystem.

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Profile Logo

Update Logo

Profile

Name

ABN

Address

Consents Request Email

Update

Invite Practice Members

E-mail Address

Send Invitation

Practice Members

- Name
- Name

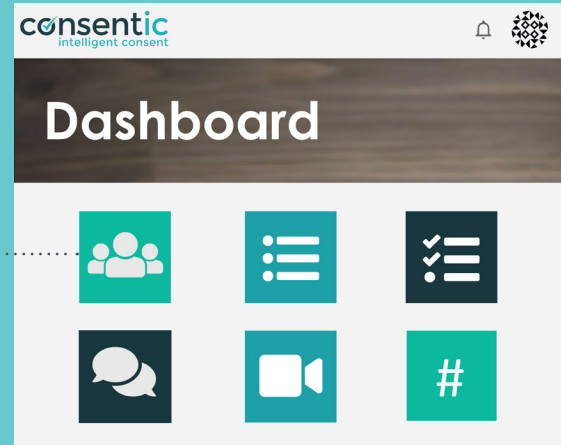
# Consenting a Patient



*Consent your patients in three easy steps*

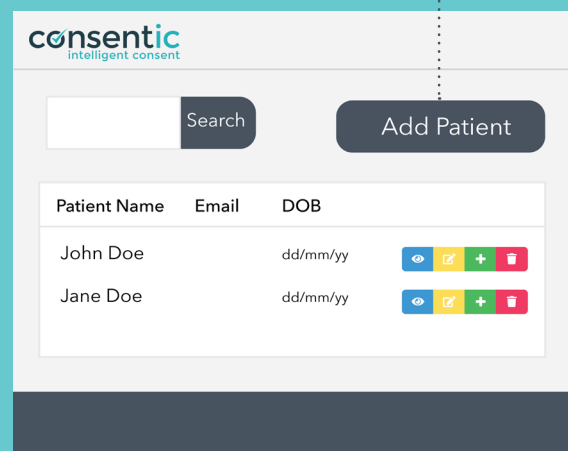
## 1. Register a Patient

1. Click on 'Patient'
2. Click on 'Add Patient'
3. Fill in patient details and 'Submit'



## 2. Generate Consent

1. Click on 'Patient'
2. Click on '+' next to the appropriate patient
3. Select a consent animation
4. Upload any additional files/information (including, pre-operative and post-operative instructions)
5. Click 'Consent now' to consent patient in your clinic rooms or 'Email Consent' to the patient to watch at home

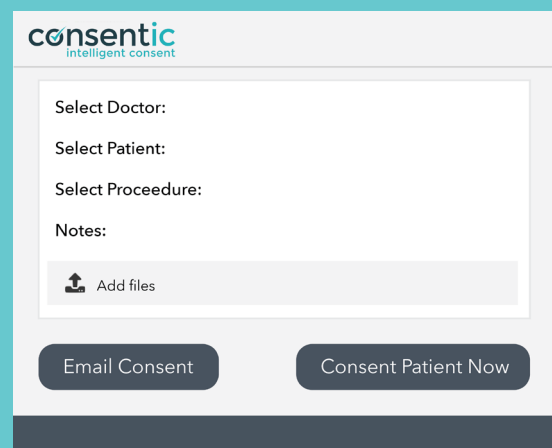


View Patient Details

Edit Patient Details

Add Consent Request

Delete Patient



## Continue an unfinished consent

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intelligent consent

Dashboard

Click on 'Consent Requests'

Patient Name	Procedure	Workflow	Watched	Answered	Signed	Complete	
John Doe		In Office	✓	✓	✗	✗	
Jane Doe		Email	✓	✓	✓	✗	

In Office ▼

Click on 'Open Consent' to continue consenting in your practice rooms.

Email ▼

Click on 'Send Reminder' requesting patients' to remotely complete their consent.

View Consent Details

Edit Consent Details

Doctor Complete

Download Completed Consent

Delete Consent



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Q. I understand that there is a risk of bleeding and infection Yes

Q. I do give consent for a blood transfusion if necessary Yes

Q. I consent to undergo the procedure and give my consent voluntarily ▼  
YES  
NO

Comments:

Submit Answers Watch Video Again

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☒ I have read and agree to Consentic's Privacy Policy and Terms & Conditions

Clear Sign Consent Back to Consent Questions

### 3. Consent Patient

Patient:  
Watches Video

Answers Questions

Patient completes their consent checklist, flagging any questions or concerns in the comments section.

Signs Consent Form

Patients provide their consent by electronically signing the consent form and confirming that they have read the Privacy Policy and Terms & Conditions.

# Completing the Consent

The dashboard shows a table with columns: Patient Name, Procedure, Workflow, Watched, Answered, Signed, and Complete. Two patients are listed: John Doe (In Office) and Jane Doe (Email). John Doe's status is Watched (green), Answered (green), Signed (red X), and Complete (red X). Jane Doe's status is Watched (green), Answered (green), Signed (green), and Complete (red X). A search bar and 'Add Consent' button are at the top.

Once the patient has watched the animation, completed and signed the consent form, and you have addressed any questions they may have, you may then confirm and complete the consent.

The record for Jane Doe shows the procedure 'Email' and a progress bar with four steps: Watched (green), Answered (green), Signed (green), and Complete (red X). Action icons for viewing, editing, deleting, and archiving are on the right.

The checklist includes two questions: 'Any uncertainty regarding the diagnosis and/or expected outcome has been discussed with the patient.' (Yes) and 'I have given the patient the opportunity to discuss the proposed procedure, and to ask questions.' (YES/NO). A 'Submit Answers and continue' button is at the bottom.

Complete consent checklist, confirm that all necessary consent protocols have been executed.

The form prompts for 'Your signature' and features a 'Clear' button and a 'Sign Consent' button.

Provide an electronic signature to declare the completion of the consent.

Rewatch animation

Access uploaded files

View doctor questions

View patient questions

View comments

View signatures

Animation	Files	Doctor Questions	Patient Questions	Comments	Signed
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The 'Consent Request' section shows patient details and a video player with the consentic logo. A navigation bar at the top includes links to Animation, Files, Doctor Questions, Patient Questions, Comments, and Signed.

Consent Summary

**Consent completed**

