User Instructions

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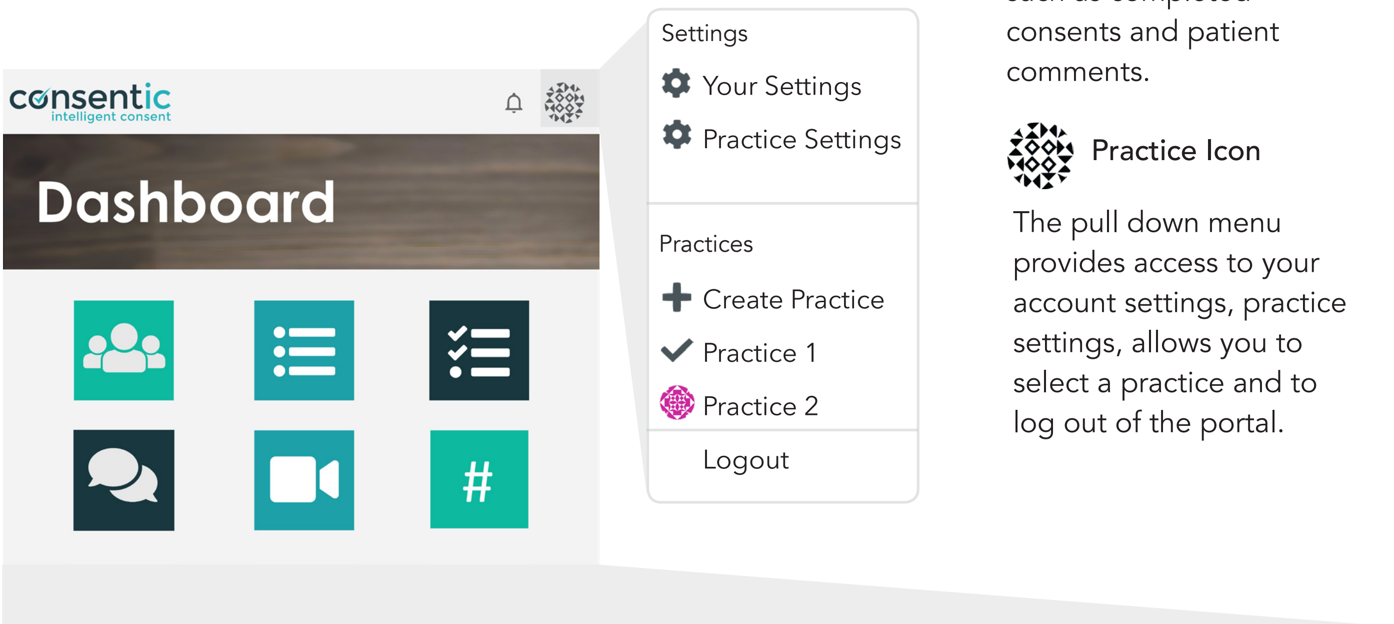
Upon login, you will be greeted by the Dashboard, your one stop place for all Consentic features.



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.

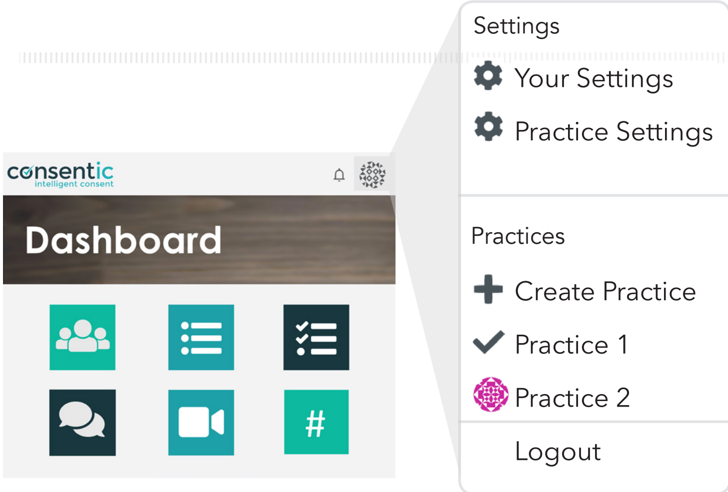
Remaining Consents

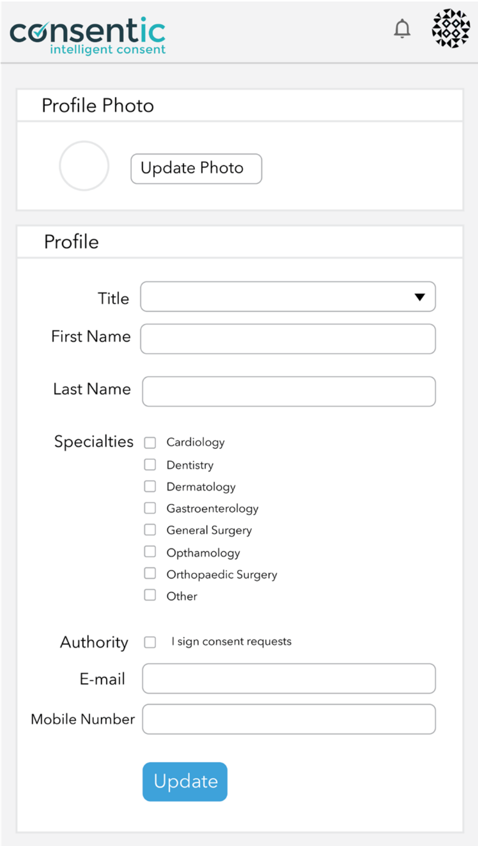
The REMAINING CONSENTS button indicates the number of credits you have left in your subscription. Clicking on this button will direct you to your subscription settings, where you can update your subscription.

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.





Editing your profile

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

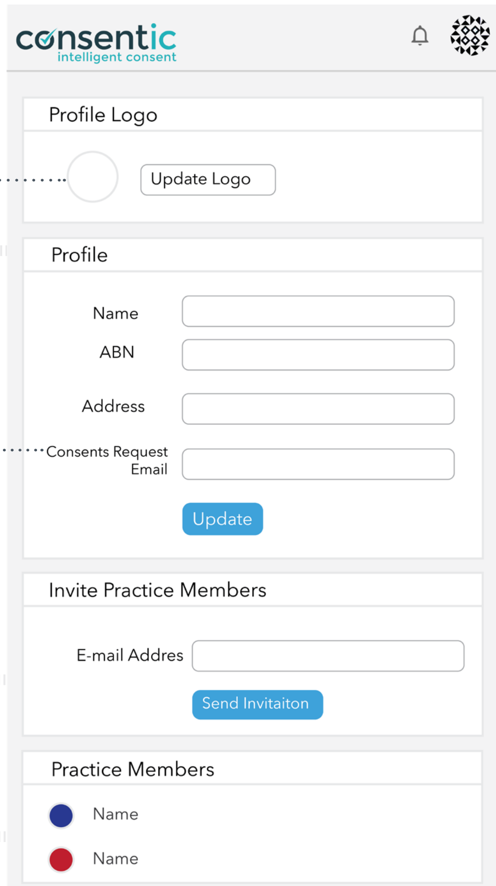
Select relevant specialties

☑ 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.

Consenting a Patient

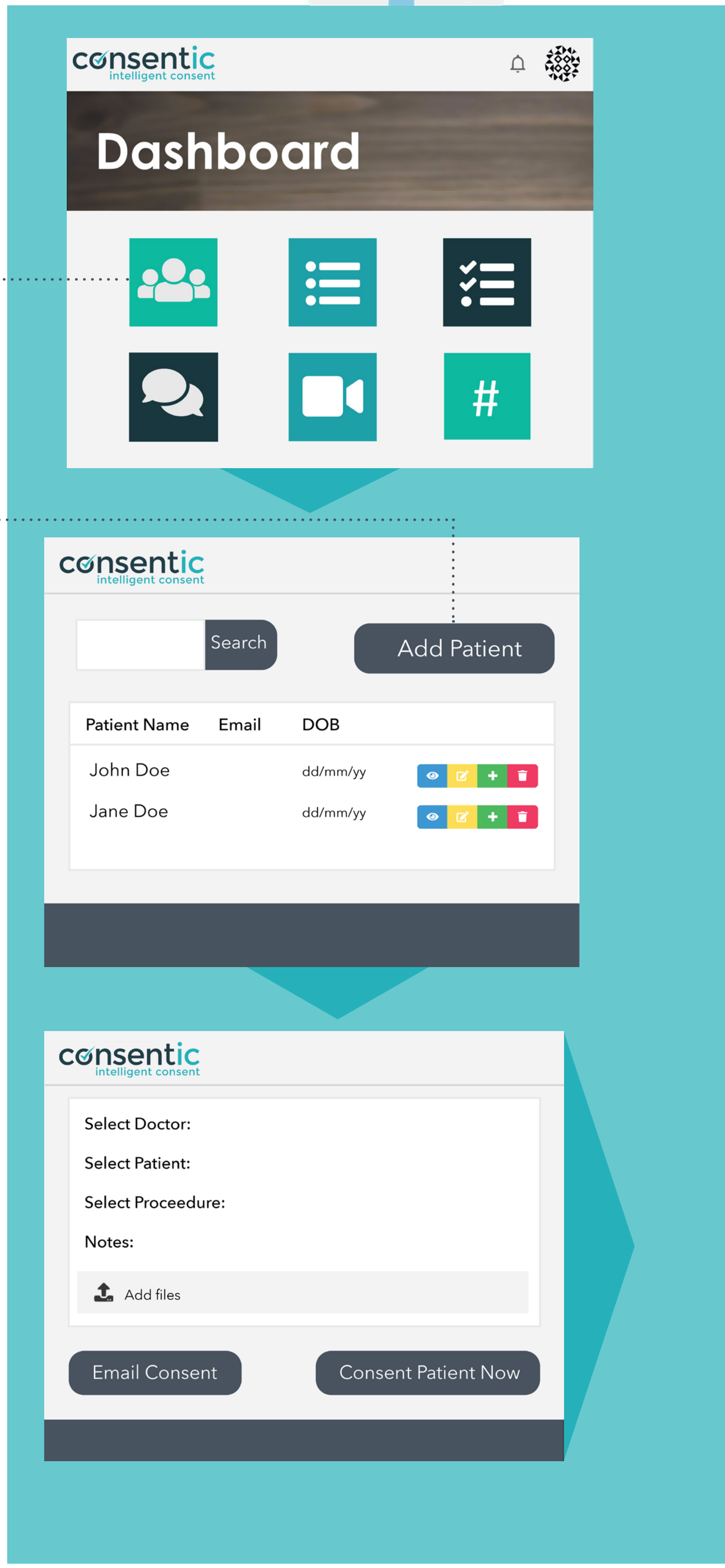
Consent your patients in three easy steps

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’

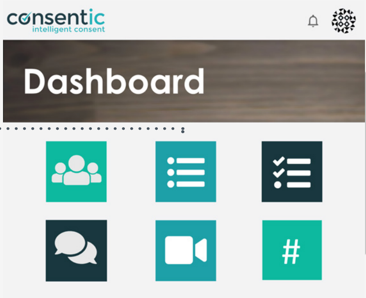
2. Click on ‘+’ next to the appropriate patient

3. Select a consent animation

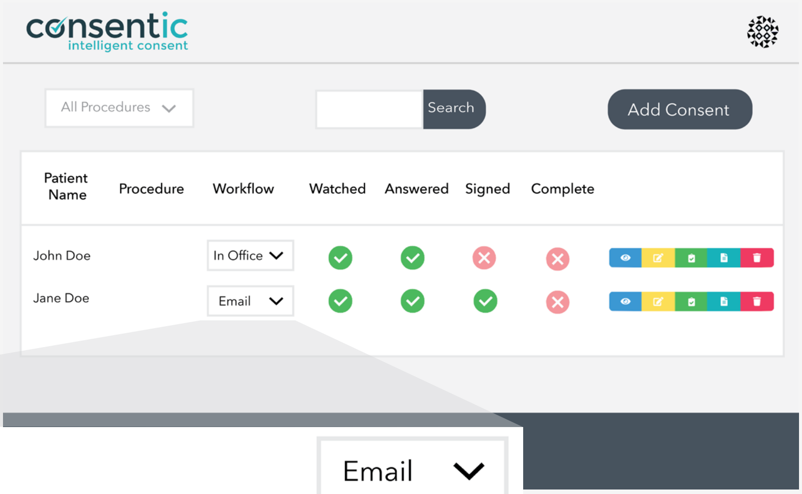
4. Upload any additional files/information
(including. pre-operative and post-operative instructions)

5. Click ‘Consent now’ to consent patient in your clinic rooms or ‘Email Consent’ to the patient to watch at home

Continue an unfinished consent



Click on 'Consent Requests'

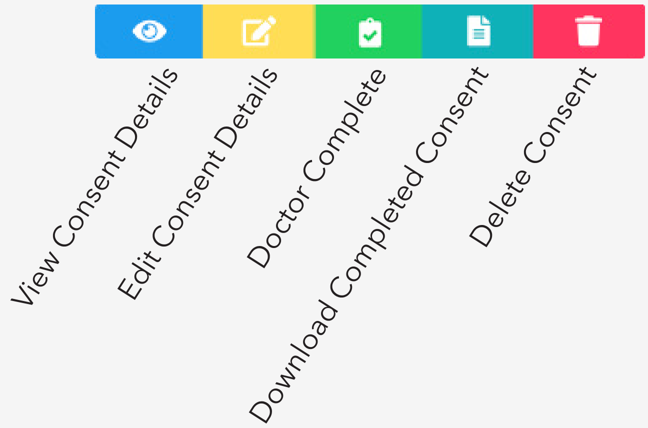


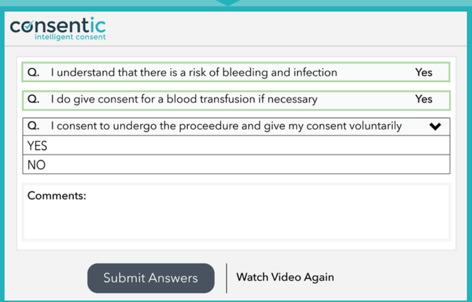
In Office

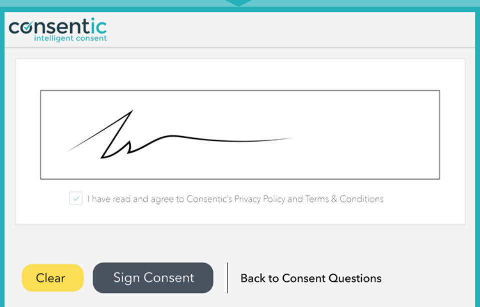
Click on 'Open Consent' to continue consenting in your practice rooms.

Email

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







3. Consent Patient

Patient:

Watches Video

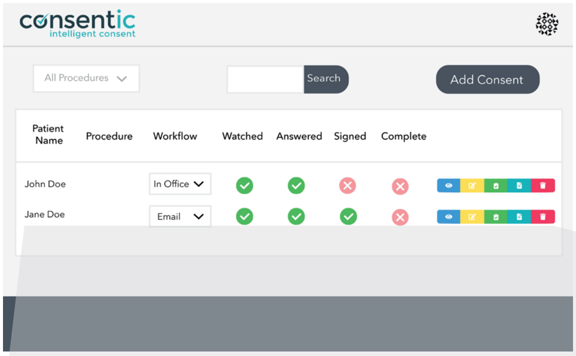
Answers Questions

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

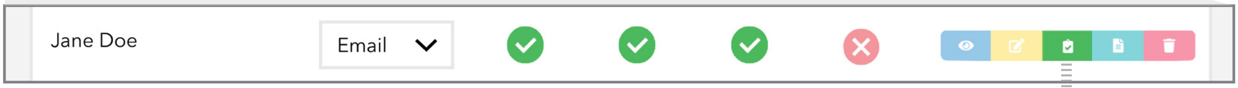
Signs Consent Form

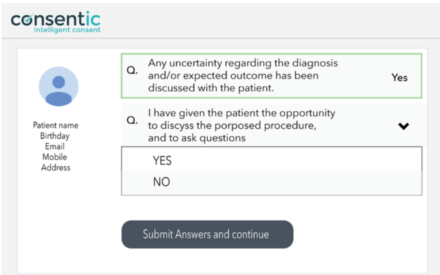
Patients provide their consent by electronically signing the consent form and confirming that they have read the Privacy Policy and Terms & Conditions.

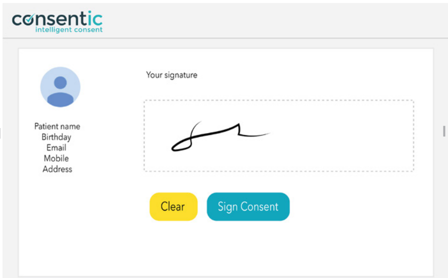
Completing the Consent



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

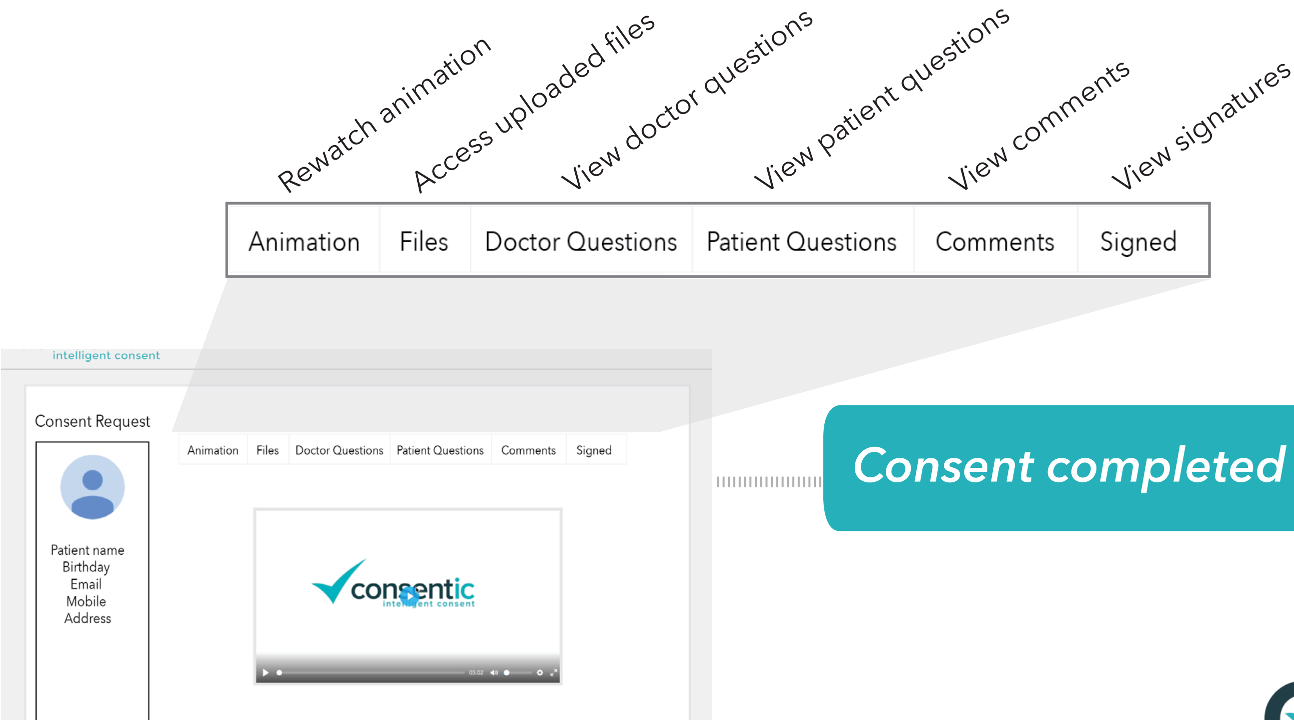






Complete consent checklist, confirm that all necessary consent procotocols have been executed.

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



Consent Summary

Consent completed