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## New Patient Form Instructions

### Computer

1. Open the file "Patient-RegistrationOnlineForm"
  - a. An editable PDF will open on your selection application
2. Click into grey boxes to edit the form
  - a. Here you can add your personal details
  - b. Please ensure "Medicare/DVA number" is filled for bulk billing purposes
3. Ticking boxes
  - a. Clicking on boxes will allow you to select and deselect square options
4. Sign the form
  - a. Most applications allow writing on documents
  - b. In Microsoft edge, there is a "draw" function at the top



5. Save the form
  - a. Use CTRL+S or save button
6. Reply to the email
  - a. You can insert the saved file using the insert button
  - b. If you have troubles finding the file, look into recently downloaded documents



### Phone

1. Download the file
  - a. An editable PDF file should open
  - b. If your PDF does not open as "fillable" (you cannot click to edit the form), try using a different app. Try OneDrive, Google Doc, Microsoft Word or Adobe Acrobat. Most will require you to sign in.
2. Click into the colour boxes to fill the form
  - a. Here you can add your personal details
  - b. Please ensure "Medicare/DVA number" is filled for bulk billing purposes
3. Ticking boxes
  - a. Most apps will allow you to click on boxes select and deselect square options
  - b. If this does not work, try the "draw" function
4. Sign the form
  - a. Use the "draw" function to sign the page
5. Save the form
  - a. This is usually in the top right corner
  - b. If you cannot "draw" your signature, try to screenshot the form and edit it as a photo (through Gallery or Photos)
6. Reply to the email
  - a. You can insert the saved file using the insert button
  - b. If you have troubles finding the file, look into recently downloaded documents

If there are still difficulties, try to print the form and scan it to us (or take a photo)

If you are still having difficulties, let us know on 9819 6616