

Secure Upload facility – External Users

Many medical practices have policies that prevent paperwork to be emailed to the Register. To facilitate secure electronic transfer of documents, external users are now able to use an upload facility as they enter information onto the register.

There are four options at the end of the registration of a person:

1. Upload forms
2. Email forms
3. Fax forms
4. Post forms

To upload a form, select **Choose File** button to navigate to the registration document(s).

There are two pieces of mandatory information:

1. Personal Details and Consent form
2. Prescreening and Vaccination form, or equivalent medical documentation

Serology reports are optional but highly desirable.

You can scan all documents into one file and lift into the system, or you can lift each document separately.

To upload, select the document type from the dropdown list:

- Combined
- Personal Details and Consent form
- Pre-screening and vaccination form
- Lab results (serology report).

Click on the **Upload Documents** button.

You will see the document appear in the list below the upload function. You can keep adding or delete documents as needed while on this screen.

When finished, either click on **+Another person** or **Home**

Register staff will then review the upload paperwork with your data entry to reconcile the record and issue an Australian Q Fever Registration number.

Register person: Harry SECOMBE

Congratulations!

You have successfully entered details for Harry SECOMBE.

This person's unconfirmed Registration No is 157581. This number will become active when Register staff have received and validated forms.

Please record **157581** on the top of the [Personal Details and Consent form](#).

Last thing for you to do

Forms to submit:

- [Personal Details and Consent Form](#) (mandatory)
- [Pre-screening and Vaccination Form](#) or equivalent documents (mandatory)
- Serology Report (optional)

Please submit forms 1 of the 3 ways:

1. Upload 2. Fax 3. Post

Upload a Form

Upload File no file selected

File Type

Select a upload form type ...

Upload Documents

Forms Uploaded

Upload File Name	Upload Form Type	View / Download	Delete
No results found.			