Step by step instructions for filling in your online admission form

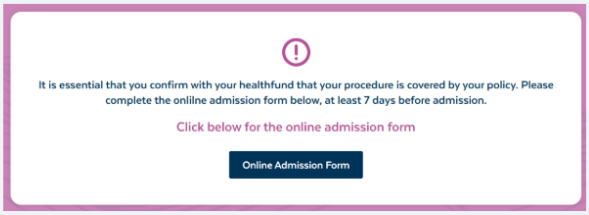
Save and continue later

If you need to stop and continue later, you can save your progress by clicking the 'Save & Sign Out' button at the bottom of the page.

Log back in and then click on 'Select' next to your name to return to the form.

Step 1

Click on the blue box (Online Admission Form) to go through to our online Patient Admission Portal.

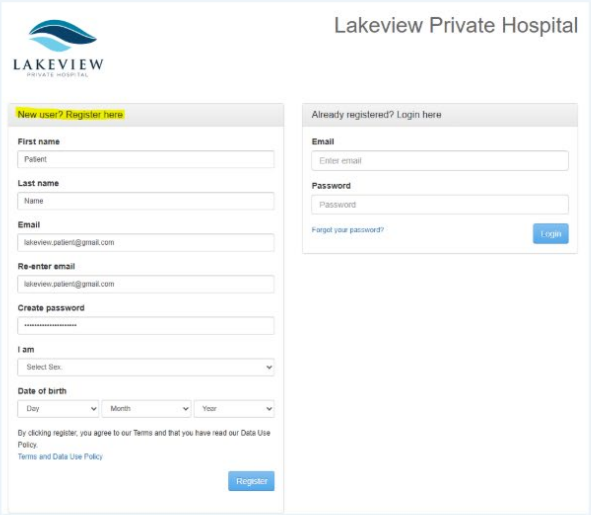


Step 2 - Register as a user

You will be filling in: Name, email, DOB etc.

Fill in your details under the heading 'New User'?

Register here' and click on 'Register' when complete.



Step 3

You will receive an email to verify your email address. Click on the link in the email.

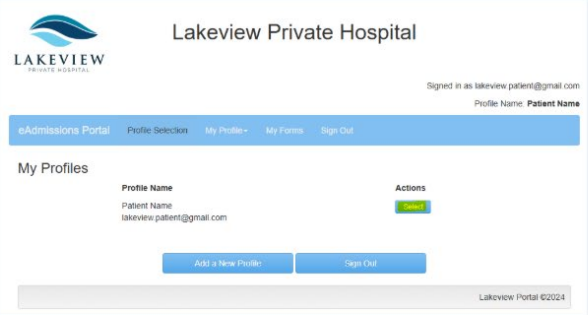
Step 4

The link will return you to the login page. Please login on the right hand side under '**Already registered**'? **Login here**' by filling in your email and password.

Step 5 - Complete your personal profile

You will be filling in: Contact details, Medicare & Concession.

Click 'Select' next to your name to open your profile and fill in your information.



Step 6 - Complete your admission details

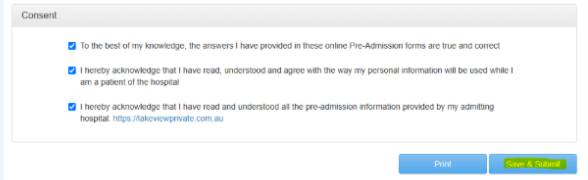
You will be filling in: The planned procedure you will be having, funding details, medical history and consent etc.

Once your personal profile is complete, you will be asked to click on 'Submit your Admission details' to submit the information needed for the procedure you will be having next.

Step 7 - Save & Submit

Once you have completed all the information required and provided the consents needed, click on the Save & Submit button. Your online admission form is now complete.

You will see a pop-up message that confirms your form has been submitted. In addition, you will receive an email confirming that we have received your online admission form. Please keep this email for your healthcare records.



Families - A profile for each member of the family being admitted to hospital

One family can use the same email address and login details but a separate profile needs to be created for each family member that is being admitted to hospital. Just click on 'Add a New Patient' to create each one.