

CENTRE FOR SIGHT CLUB Professional Portal

PROFESSIONALS INSTRUCTIONS



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Introduction

The Professional Portal (CFS Club) is an online system that allows our medical colleagues and industry professionals eg, Optometrists and GP's to communicate with Centre for Sight quickly and effectively, while complying with GDRP regulations in a secure and confidential way.

The portal provides an easy online option to discuss patient letters, images, videos, scans and treatment with Centre for Sight consultants and send referrals in a click without having to send via post, thus speeding up the patient care process. Data protection is of utmost importance to us and the Professional Portal offers a great platform to send documents and messages safely and efficiently.

Benefits of our Professionals Portal -

- GDPR compliant system to communicate directly with CFS
- Simple and secure online referrals
- Accessible on any device including phone, tablet and desktop
- Securely share patient data, including records, images, scans, etc

Registration Process

1) Access the Professional Portal Webpage

Visit our website <https://www.centreforsight.com/>, identify and click on the 'Professionals' button in white on the top right hand side of your screen. This can be seen in the highlighted red section of figure 1.1 below

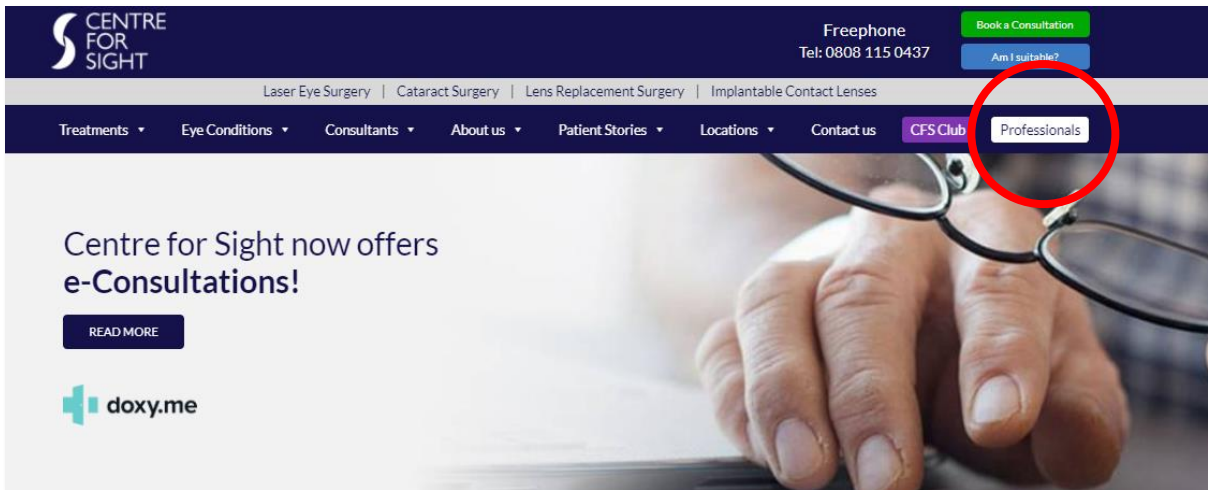


Figure 1.1

Once you have clicked on the button, this will provide you with a screen like in figure 1.2 where you can click on the dark blue button as shown.

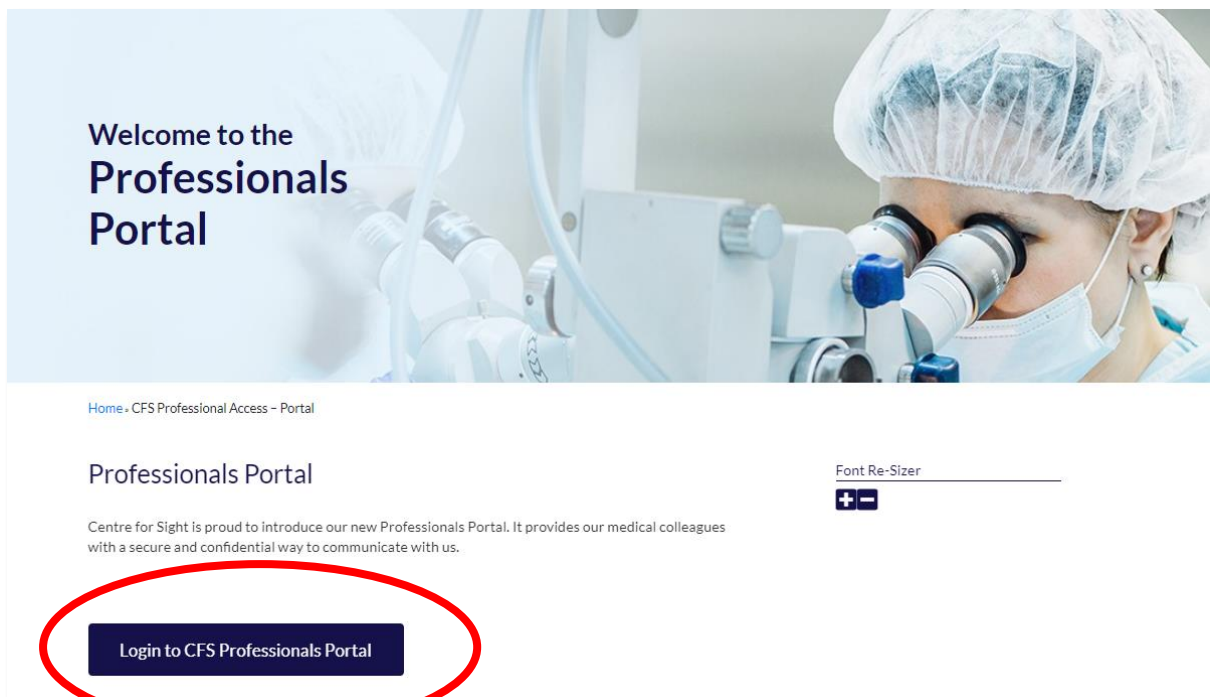
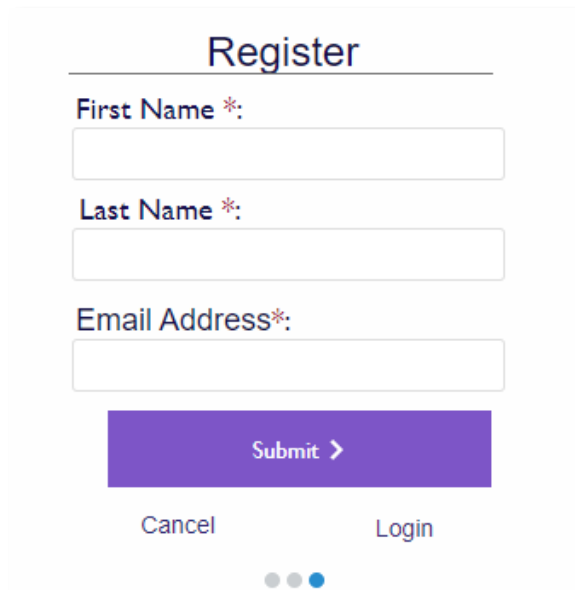


Figure 1.2

2) First time Registration / Login*

If you are new to our Professionals Portal, you can click on 'Register' option on the login page allowing you to sign up and create an account



The image shows a registration form titled "Register". It contains three input fields: "First Name *:", "Last Name *:", and "Email Address*:". Below the fields is a purple "Submit >" button. At the bottom, there are "Cancel" and "Login" links. The form is displayed on a mobile device, as indicated by the three dots at the bottom.

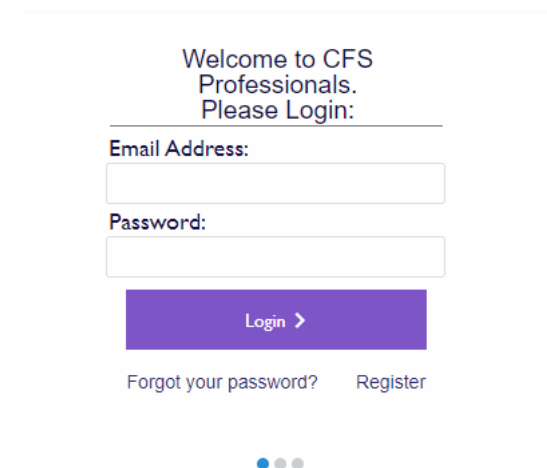
Figure 1.3

*If you have an account created already, type in your registered email address and password, click Login to access your account.

3) Register your details

After clicking Register, fill in a short form with your forename, surname and email address to help us identify you and get correctly logged in. See figure 1.4.

Click Submit.



The image shows a login form titled "Welcome to CFS Professionals. Please Login:". It contains two input fields: "Email Address:" and "Password:". Below the fields is a purple "Login >" button. At the bottom, there are "Forgot your password?" and "Register" links. The form is displayed on a mobile device, as indicated by the three dots at the bottom.

Figure 1.4

4) Registration Confirmation

After submitting the details, you will receive an automated message stating you have registered and will receive a welcome email and a link to create your password as seen in figure 1.5 below.

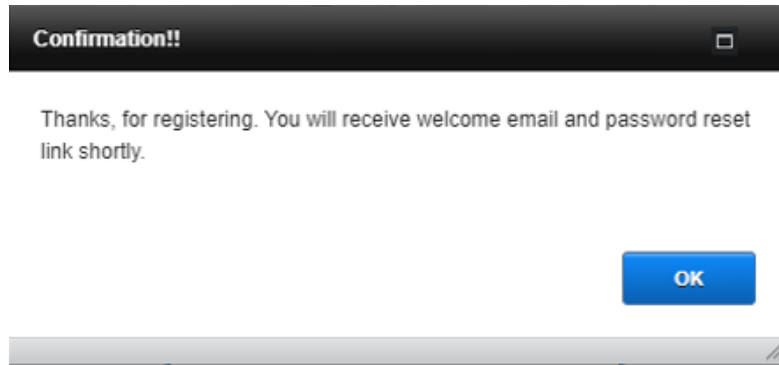


Figure 1.5

5) Create your password

The email you receive will have a green button to create your password to access your CFS Professional Portal account.

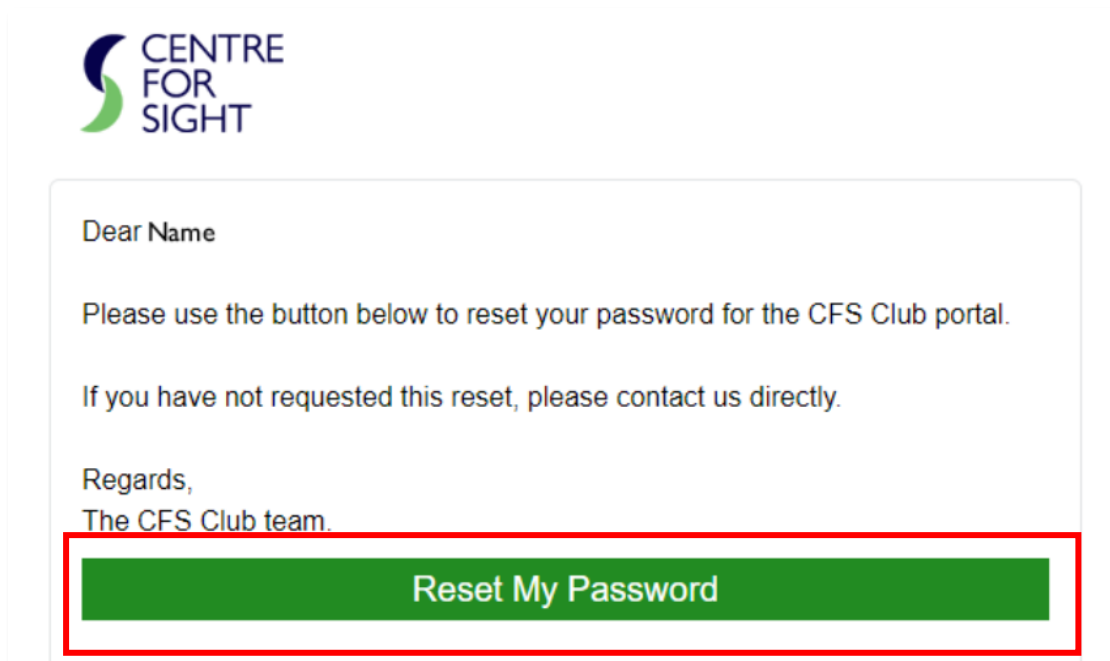


Figure 1.6

Type in the password you wish to use, ensuring it is strong and memorable.

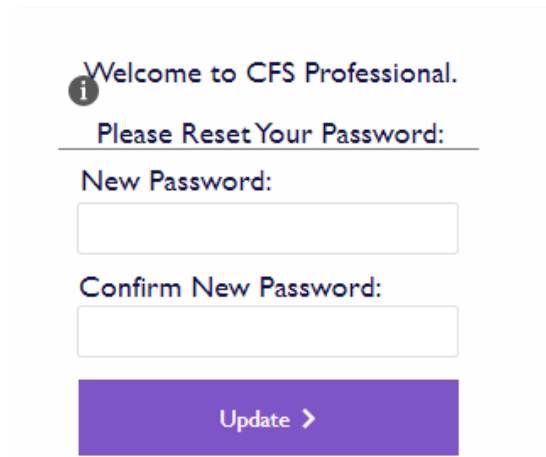


Figure 1.7

6) Review 'Terms and Conditions'

Read through the Terms and Conditions page once you have clicked the update button from step 6. Once read through the page, select the green button illustrating you agree.

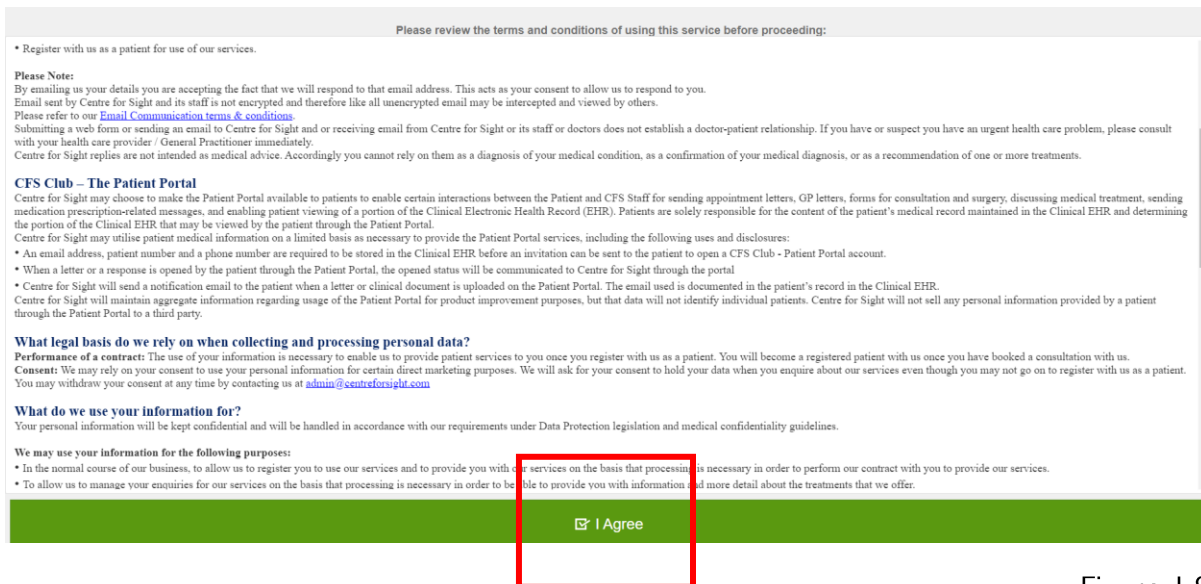


Figure 1.8

Your Professional Portal account is now set up and you are ready to start connecting with Centre for Sight. You can access your account by logging back in via our website and instead of registering like you did in figure 1.3 you can log in.

Send a Referral/Contact

At this stage all the sign-up processes should be complete, and you are now ready to begin using the Professional Portal to send us patient letters, images, videos, scan and more.

1) Send a message

When you have logged into the account, click on 'Send a Message' placed on the right-hand side of your home screen.

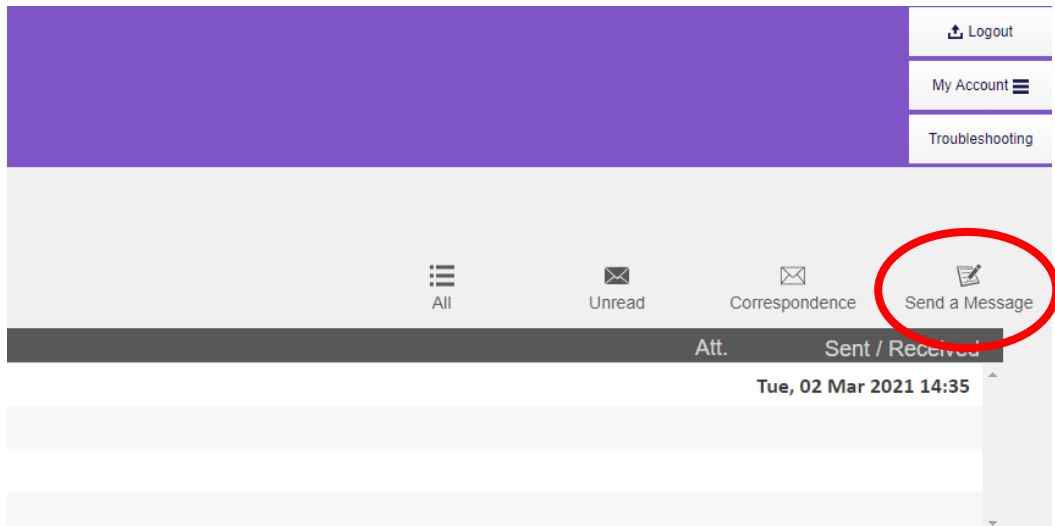


Figure 2.1

2) Attach Information and Send

A window pops up to add your message in the subject and body. You can also attach any patient letters, referral forms, images, videos and scans by clicking 'Add Attachment' green button as highlighted below in figure 2.2 Click on 'Send Message'. This will be received by our administration team to process and reply appropriately.

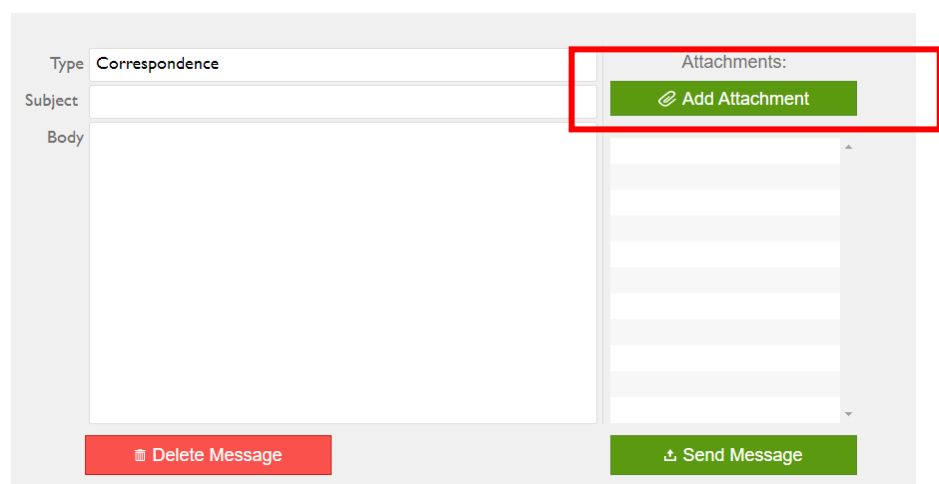


Figure 2.2

Contact Us

If you have any questions about the Professional Portal, please call us on 01342 306020 or email admin@centreforsight.com

We always welcome your feedback and would be happy to speak to you if you have any ideas on how we can improve this service going forward.

Our office is available 9am-5pm Monday to Friday.