

## Quick Start Guide: Physician Delegate User Registration

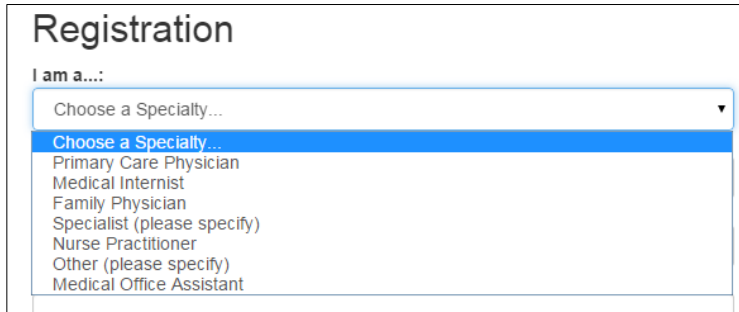
If you **do not** have an OHIP Billing Number  
(e.g., Medical Office Assistant, Nurse Practitioner, Medical Internist, and Other):

1. Using Google Chrome or IE 9 (or later); navigate to <https://referrals.ontariobariatricnetwork.ca>
2. Select “Register here” from the Bariatric Referral landing page:

Need an account?

Register here

3. Select your role from the “I am a...” drop down list:



**Registration**

I am a...:

Choose a Specialty... ▼

Choose a Specialty...

Primary Care Physician

Medical Internist

Family Physician

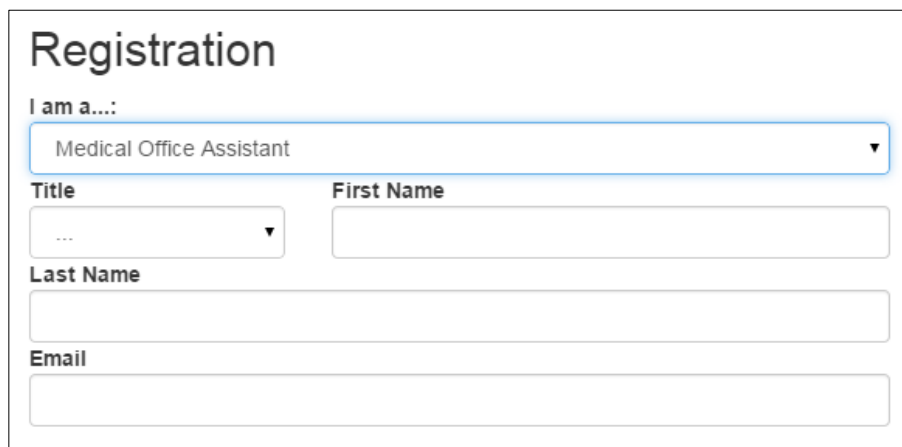
Specialist (please specify)

Nurse Practitioner

Other (please specify)

Medical Office Assistant

4. Enter your title (optional), first name, last name and email:



**Registration**

I am a...:

Medical Office Assistant ▼

**Title**

...

**First Name**

**Last Name**

**Email**

- 5. Complete the “Physician Details” section of the registration form and select “Register” (Note: You can add multiple Physicians by selecting “Add another Physician”):

### Physician Details

OHIP Billing #

Title  Physician's First Name

Physician's Last Name

Office/Clinic Name

Primary Practice Address

City

Province

Postal Code

Office/Clinic Phone #  Ext

Secondary Phone # (optional)  Ext

Fax #

Secondary Fax # (optional)

Email

I hereby certify that the information above is true and accurate

On behalf of the referring physician, I agree to work in partnership with the bariatric clinic to provide my patient with the necessary medical care and support throughout the course of his/her bariatric treatment

[Add another Physician+](#)

6. Select "Yes" to confirm:

### Confirmation

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Are you sure you want to create an account?

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7. The following message will be displayed; select "OK":

### Success

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Successfully created your account. An email has been sent with instructions to activate your account.

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8. You and the Physician(s) will receive an email from the Bariatric Referral System with your unique username and temporary password:

**From:** Bariatric Referral [<mailto:donotreply@phri.ca>]  
**Sent:** March-25-15 4:33 PM  
**Subject:** BARIATRIC REFERRAL PORTAL: CONFIDENTIAL Website Account Activation  
**Importance:** High  
**Sensitivity:** Confidential

Hello New User,

Your account has been activated for the BARIATRIC REFERRAL PORTAL system. Your username and a temporary password are as follows:

**User Name:** i\_testinb2  
**Password:** Gs3m2YQj

In order to access the system please click the following link: <https://localhost/BariatricReferral>  
You will be instructed to enter the password provided and change your password on first login.

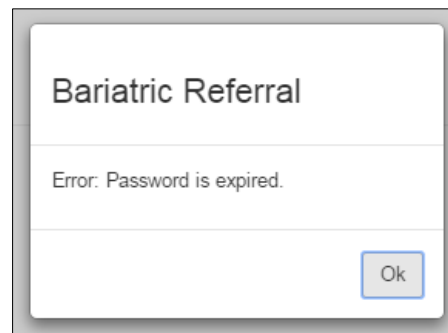
Regards,  
PHRI Project Office

9. Once the email is received, return to <https://referrals.ontariobariatricnetwork.ca>. Enter your username and temporary password and select “Sign In”:



The screenshot shows the login interface for the Ontario Bariatric Network. At the top left is the logo, which consists of a stylized blue and orange swirl icon followed by the text "ONTARIO Bariatric Network". Below the logo, the heading "Sign in to continue to the Referral Portal" is displayed. There are two input fields: "Username/Email" with a person icon on the left and "Password" with a magnifying glass icon on the left. A blue "Sign In" button is located at the bottom of the form.

10. The system will display a message that your password has expired; select “Ok”:



The screenshot shows a modal dialog box titled "Bariatric Referral". The main text inside the dialog reads "Error: Password is expired." In the bottom right corner of the dialog, there is a blue "Ok" button.

11. Enter your old (temporary) password and new password and select “Change Password”



The screenshot shows the "Change Password" page. At the top left is the Ontario Bariatric Network logo. Below the logo, the heading "Your password has expired, please create a new one." is displayed. There are four input fields: "User Name" (containing "i\_loveysj"), "Old Password", "New Password", and "Confirm New Password", each with a magnifying glass icon on the left. At the bottom of the form, there are two buttons: a white "Cancel" button and a blue "Change Password" button.

**PLEASE NOTE:** Passwords should have a minimum of 8 characters and contain a mix of character types (lower case, upper case, numbers, and/or special characters – such as: !/@/#/\$).

12. The Physician dashboard will be displayed upon successful sign in:

ONTARIO Bariatric Network

Welcome, i\_loveysj

Home Referrals Notifications Centres Support - Account -

### New Referral

Enables authenticated doctors, nurses, other healthcare practitioners, and/or administrators to fill out and submit referral forms for their patients.

[Submit Referral](#)

### My Referrals

Enables authenticated doctors, nurses, other healthcare practitioners, and/or administrators to view their referral history.

[My Referrals](#)

Showing 0 of 0 referrals that require your action

Referrals				
Action	Status	Details	Patient	Referral
<a href="#">View All</a> <span style="float: right;">Displaying 0 of 0</span>				

Showing 0 of 0 notifications for your review

Notifications		
Action	Notification	Referral
<a href="#">View All</a> <span style="float: right;">Displaying 0 of 0</span>		