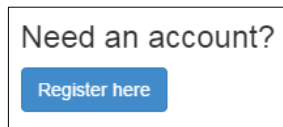


## Quick Start Guide: Physician User Registration

If you have an OHIP Billing Number  
(e.g., Family Physician, Primary Care Physician or Specialist):

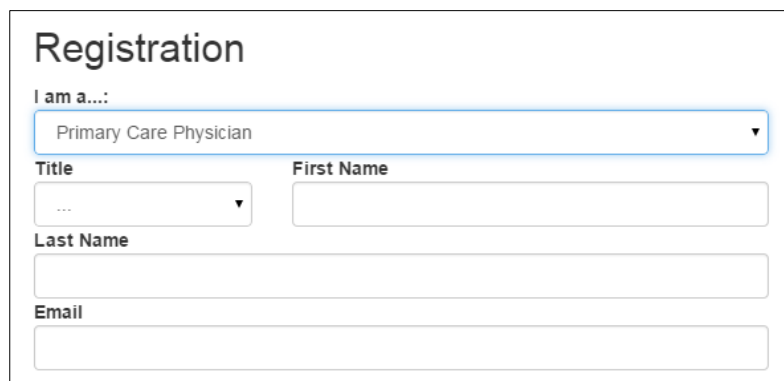
1. Using Google Chrome or IE 9 (or later); navigate to <https://referrals.ontariobariatricnetwork.ca>
2. Select “Register here” from the Bariatric Referral landing page:



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

A screenshot of a web form titled "Registration". Below the title is a dropdown menu labeled "I am a...:". The dropdown is open, showing a list of options: "Choose a Specialty...", "Primary Care Physician", "Medical Internist", "Family Physician", "Specialist (please specify)", "Nurse Practitioner", "Other (please specify)", and "Medical Office Assistant". The "Choose a Specialty..." option is highlighted in blue.

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

A screenshot of the "Registration" form. The "I am a...:" dropdown menu is now set to "Primary Care Physician". Below this are four input fields: "Title" (a dropdown menu with "..." selected), "First Name" (a text input field), "Last Name" (a text input field), and "Email" (a text input field).

5. Complete the “My Details” section of the registration form and select “Register”:

### My Details

**OHIP Billing #**

**Office/Clinic Name**

**Primary Practice Address**

**City**

**Province**

**Postal Code**

**Office/Clinic Phone #**  **Ext**

**Secondary Phone # (optional)**  **Ext**

**Fax #**

**Secondary Fax # (optional)**

I hereby certify that the information above is true and accurate

As 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

6. Select “Yes” to confirm:

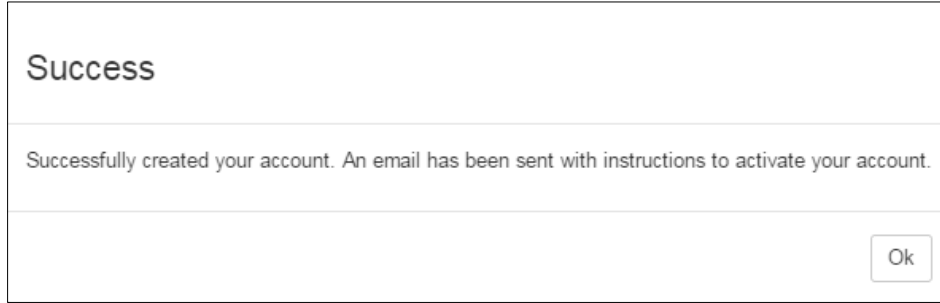
### Confirmation

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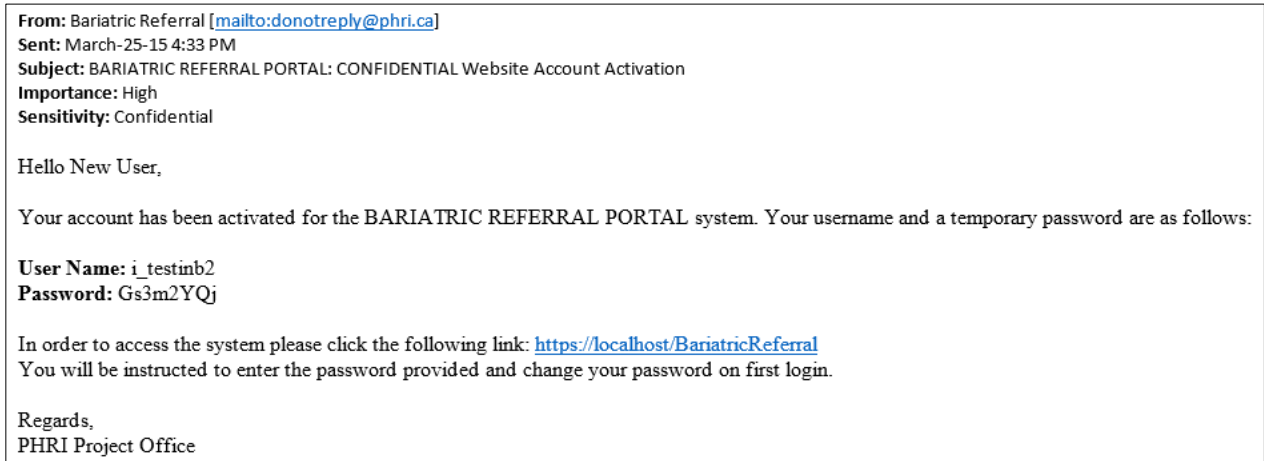
Are you sure you want to create an account?

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7. The following message will be displayed; select “Ok”:



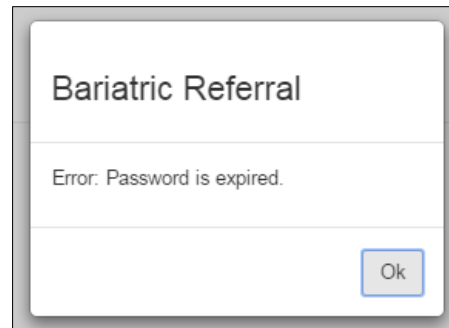
8. You will receive an email from the Bariatric Referral System with your unique username and temporary password:



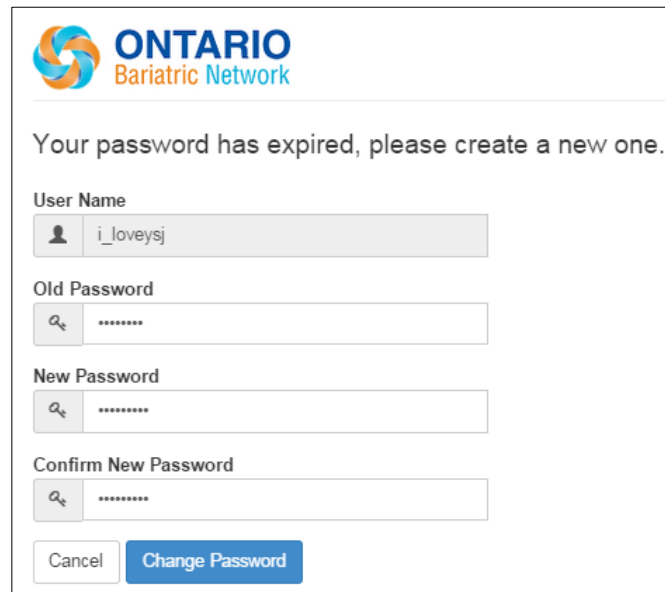
9. Once the email is received, return to <https://referrals.ontariobariatricnetwork.ca>. Enter your username and temporary password and select “Sign In”:



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



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

A screenshot of a web form titled "Change Password" from the "ONTARIO Bariatric Network". The form has a white background and a grey border. At the top left, there is the Ontario Bariatric Network logo, which consists of a stylized blue and orange swirl icon followed by the text "ONTARIO Bariatric Network" in blue and orange. Below the logo, the text "Your password has expired, please create a new one." is displayed in a black font. The form contains four input fields: "User Name" with the value "i\_loveysj", "Old Password", "New Password", and "Confirm New Password", all of which are currently masked with dots. At the bottom of the form, there are two buttons: a "Cancel" button and a "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. Your 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>		