

Ballarat Day Procedure Centre eAdmissions

To complete your admission forms online, visit our eAdmission portal

www.preadmit.com.au/Patient/ballaratdayprocedurecentre and follow these simple steps:

1. Create a new account using your name and email address, and a password selected by you. Click the 'Sign Up' button once all this information is filled in. If you are an existing patient, you can 'Login' using your previous details.
2. You will be given the option to utilise email verification, however you are able to "Skip for Now" if you would prefer not to use it.
3. You will be redirected to your 'Patient Portal' page. Click on 'Start a new admission' at the top right of the page.
4. Complete the form and follow the prompts at the end of each page. You must fill out all questions to the best of your ability.
5. Once you have completed the admission form and the patient health history, you will have the option to upload a copy of the following (if you have one), your signed consent, medications list, or advance health directive.
6. Once you have finished completing the form, simply click the 'Sign Now' and 'Submit' button.

You have now created your admission forms and they are waiting for viewing by our staff.

The screenshot shows the registration page for the Ballarat Day Procedure Centre. On the left is a green vertical bar with the BDPCC logo. The main content area is white and contains the following text and form fields:

- Ballarat Day Procedure Centre**
- New patient? Create an account. Existing patient? Log in below.
- Form fields for **First Name** and **Surname**.
- Form field for **Your Email Address**.
- Form field for **Password**.
- Note:** Password must be 8-20 characters with at least 1 uppercase, 1 lowercase, and 1 number.
- Form field for **Confirm Password**.
- A green **Sign Up** button.
- Text at the bottom: **Already have an account? Login**

The screenshot shows the 'Enhance Your Account Security' page. On the left is a green vertical bar with the BDPCC logo. The main content area is white and contains the following text and buttons:

- Enhance Your Account Security**
- Our goal is to keep your patient data safe. Enabling 2FA via email adds an extra layer of security to protect your information.
- A green **Set Up 2FA Now** button.
- The word **or** in the center.
- A grey **Skip for Now** button.

The screenshot shows the 'Patient Portal - Welcome' page. At the top left, it says 'Patient Portal - Welcome'. At the top right, there is a green button that says 'Start a new admission +'. The rest of the page is a plain white background.

If you have any questions regarding your eAdmission please do not hesitate to call us on (03) 5338 2666



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