This Quick Start Guide provides an abbreviated overview of the iMedConsent™ PE application.

**Step 1 - Registration**
Open Microsoft Windows Internet Explorer and point your browser to this web site:


**Alert:** Please note that Mozilla Firefox and other web browsers are not supported at this time.

**Step 2 – Enter User Information**
Enter information as prompted in the registration window. For maximum security, your password must be at least 7 characters in length, it should contain a number, and it should be different from your user name.

**Alert:** It is your responsibility to ensure the security of your user name and password to prevent unauthorized use of the iMedConsent™ PE application – please see the terms and conditions of the iMedConsent End User License Agreement.

When finished, click on the **Create User** button.
Step 3 – Launch the Application

Immediately after first registering, you may launch the application by clicking on the iMedConsent™ logo.
**Step 4 – Setting Your Preferences**

When the main window first opens, click on your user name to allow you to set your preferences.
Step 5 – Populating Preferences

Add preferences that are relevant to your practice. The phone number, fax number, email address, and physical address, should all specify values that you want your patients to use when they contact you.

Ensure that the three checkboxes are unchecked.

When finished, click on the Save button.
Step 6 – Selecting a Consent Document

Click on the folder for the specialty of interest.

Click on a sub-folder containing Consents.

**Alert:** Only consent documents contained in the ‘Consents – ACSReviewed’ sub-folder or consent documents contained in the ‘Consents – ACS Ready for Review’ sub-folder may be viewed in their entirety.

Select the consent of interest and click on the **Begin Consent** button.

![Image of consent selection process](image-url)
Step 7 – Generate the Consent Document

If a section is presented with a red asterisk "∗", enter information for that section.

If you wish to see only those sections that require information, click on the Show/hide Required Incomplete button.

After all information is entered, and any desired changes are made, click on the Generate Document button.

Note that this section is missing information. Be sure to enter an anatomical location or surgical site/side.
Revisiting the iMedConsent™ PE Application

Open Microsoft Windows Internet Explorer and point your browser to this web site:


Alert: Please note that Mozilla Firefox and other web browsers are not supported at this time.

Type in your User Name and Password. Review the iMedConsent End User License Agreement (EULA). The EULA may be viewed by clicking on the link. Indicate agreement to the terms of the EULA by selecting the checkbox acknowledging that you agree to the terms and conditions of the EULA.
**Consent Customization**

A given user may make permanent changes to any consent document to reflect his or her practice and preferences.

Select the consent of interest and click on the **Begin Consent** button.

Edit areas that say “(Customizable)” and then click the **Close** button.

A window offering you the opportunity to confirm your customizations will open. Click the **Save** button to save those changes so that they will appear every time you open the consent document of interest.

To revert back to original document, open the consent of interest (now listed in blue italics) and click **undo customization** on right.

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**Questions**

Please contact Dialog Medical Customer Service at enterprise@dialogmedical.com or at 1-800-482-7963.