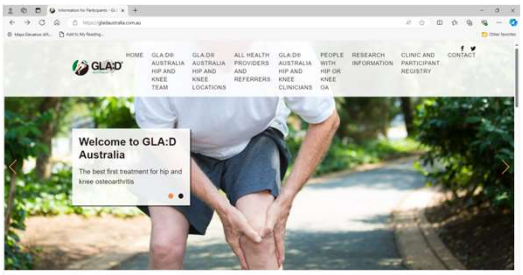
# HOW TO REGISTER A PARTICIPANT AS PART OF A CHRONIC DISEASE MANAGEMENT PROGRAM

1

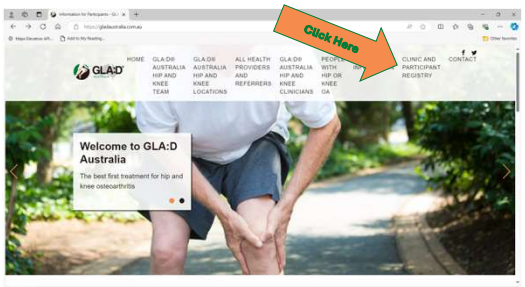
Go to: www.gladaustralia.com.au




2

Go to the GLA:D Australia website, www.gladaustralia.com.au

Go to Registry tab




3

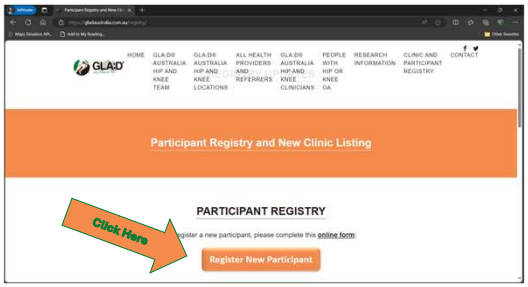
Click the tab labelled 'Clinic and Participant Registry

Enter Password: BestOption


4

Use the password 'BestOption' to access the registry page

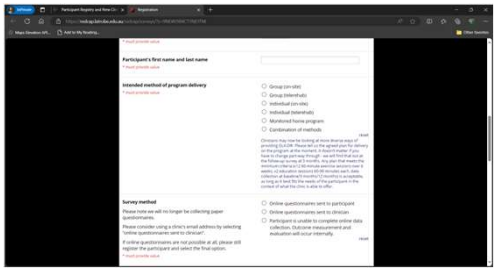
Click to go to Registry page




5

Click the button to 'Register New Participant'

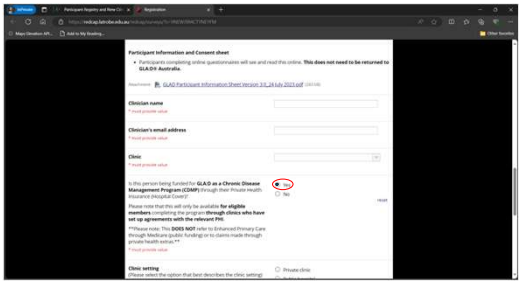
Enter registration details as for all GLA:D® Hip and Knee registrations



6

Complete the registration form, just as you would for any participant registration

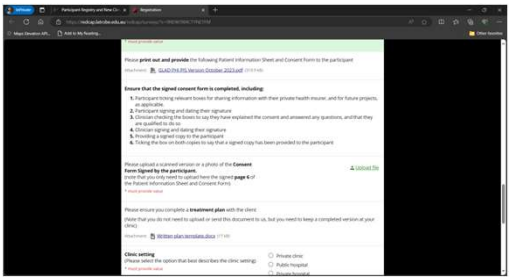
## Select 'Yes' for CDMP



7

When you select 'yes' to the CDMP question, some further fields will open up below which will help complete the consent

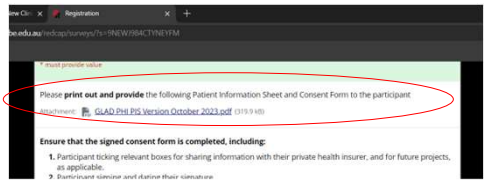
## Complete Consent



8

First, download and print the form. If you have copies already available, make sure it is the current version of the information sheet and consent form.

## 1. Print consent information and provide to participant



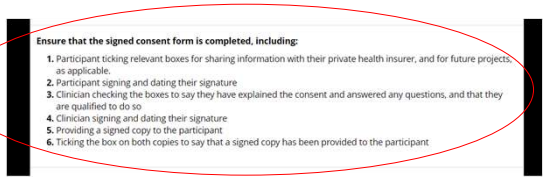

9

Give the form to the participant to read; the clinician is responsible for making sure they have read it or had it read to them, and that they understand the information.


10

This is what the front of the Participant Information Sheet and Consent Form looks like.

## 2. Complete consent with participant

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The next step is to make sure that all the relevant fields in the form are completed:

## 2. Complete consent with participant

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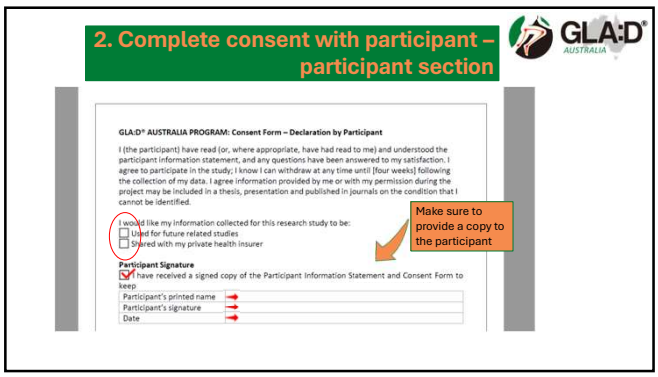
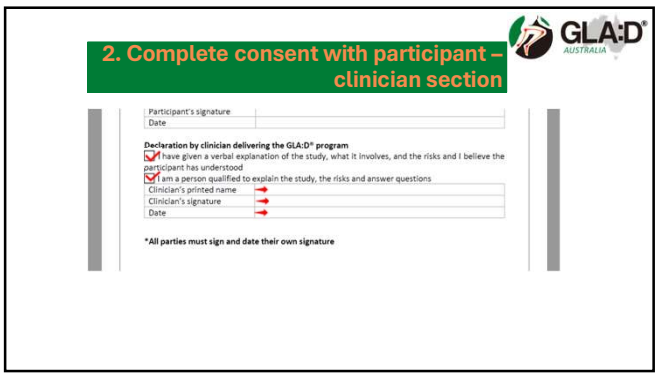
The signature page is page 6.




13

First, the participant needs to select whether they consent to sharing their data with their insurer, and/or being used for future studies. They need to write their name, sign and date. A copy must be provided to the participant, and the relevant box for that ticked to confirm this has happened.

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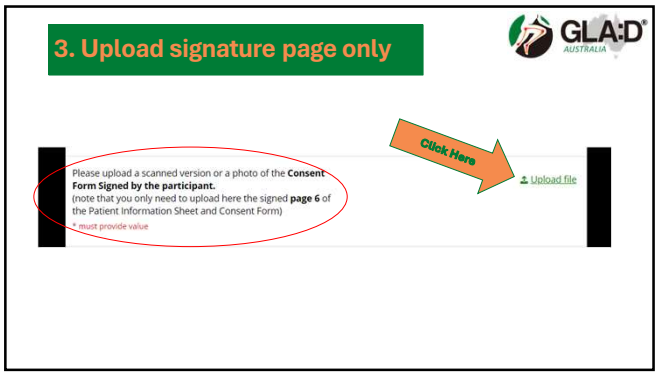
Then the clinician completes their declaration - that they have explained the information to the participant, and that they are the right person to do so. They also need to write their name, sign and date.

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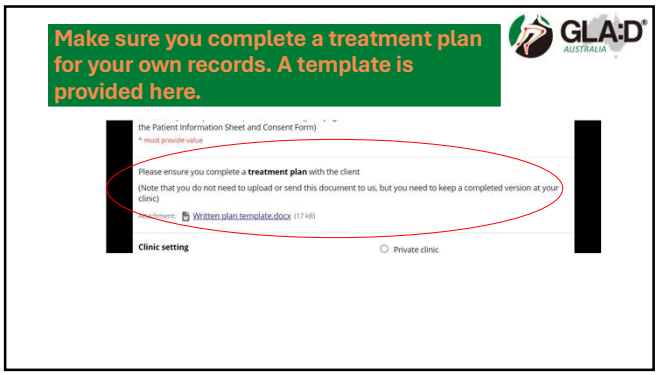
Only page 6, with the signatures, needs to be uploaded. Don't forget to give a copy to the participant.

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There is a prompt in the registration form to complete a written treatment plan as part of meeting your provider obligations, and the template is there for your to download if needed. Keep that for your own records - don't provide it to us.