

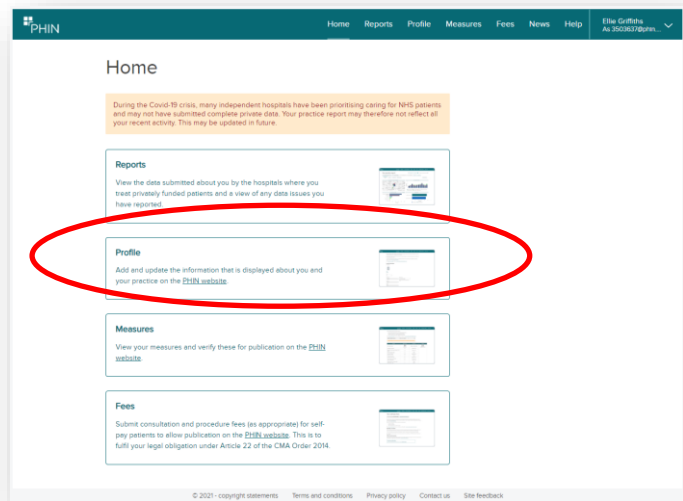
Creating your profile

To support publication of your fee information on the PHIN website, you can provide patients with more information about you and your practice by creating a profile. PHIN receives basic information from the General Medical Council (GMC) regarding your first and last name, gender and GMC number. The profile form on the PHIN Portal enables you to add a photograph, contact details, sub-specialties and a personal biography. Please see our guide below for guidance on how to make the best out of your profile.

Accessing your profile

To log in the Portal please visit: <https://portal.phin.org.uk/> and enter your username and password.

Once you are logged in to the Portal please click on **'Profile'** on the home page or on the menu bar across the top of the page.

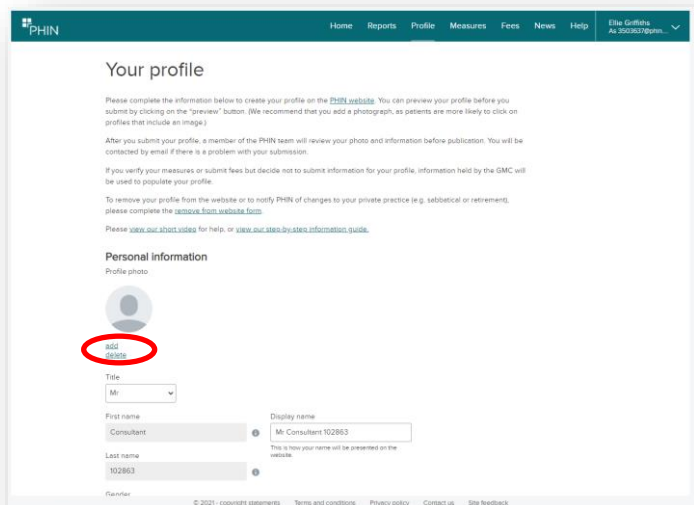


Adding a photograph

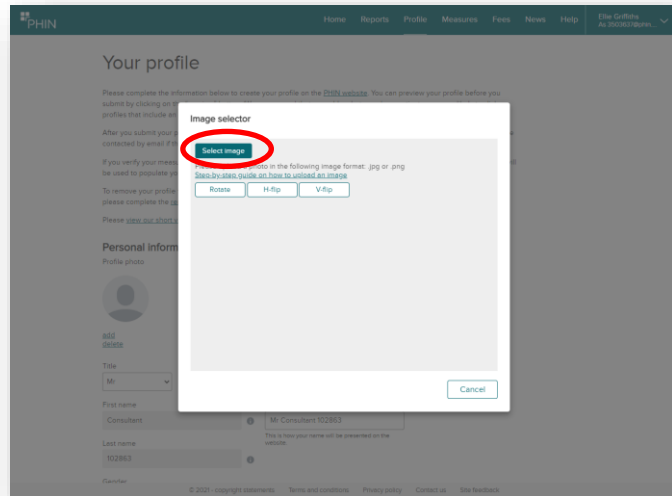
Patients can filter their search on the PHIN website to those consultants who have included a photograph on their profile.

To ensure you are more likely to appear in patient searches, we would recommend that you add a photograph to your profile.

You can start by adding a professional photograph of yourself by clicking **'Add'** under the photo icon.

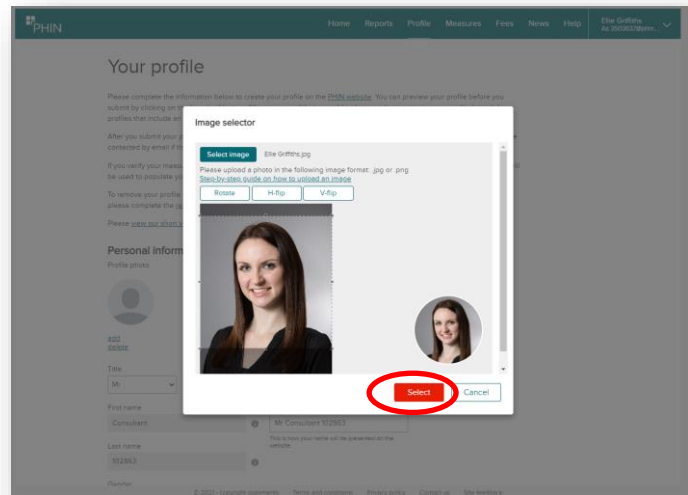


Click **'Select image'** and then choose from the photographs within your photo library. Please ensure the photograph is in jpeg format and no larger than 500 pixels before adding.



Once you have selected an image, please use the cropping tool to ensure that your photograph is centred within the circle on the screen. This will be how your image is presented on the PHIN website.

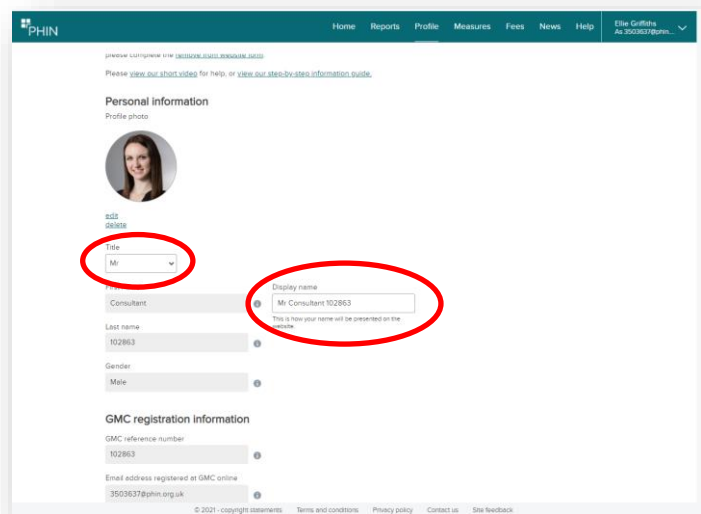
Once you are happy, please click **'Select'** to add this image to your profile.



Your profile will contain basic information about you and your practice provided to PHIN by the GMC. This information cannot be amended.

However, you have the option to amend your **'Title'** using the dropdown box provided.

You can also change your **'Display name'** – this is what patients will need to type into the website in order to search for your profile.



Patient contact information

To ensure patients are able to book a consultation with you, we ask that you provide a contact number and/or email address on your profile form.

(Please note, these details will appear on the public website so please do not enter any information you do not want to appear publicly).

The screenshot shows the 'Preferred contact for patients' section of the PHIN profile form. It includes input fields for 'Patient contact number' (020 7307 2862), 'Patient mobile number' (99999 999 999), 'Patient email address' (consultants@phin.org.uk), and 'Website' (https://www.phin.org.uk/). Below this is the 'Services offered' section with checkboxes for 'Telephone consultations' and 'Video consultations'. The 'Medical specialty information' section is partially visible, showing a dropdown for 'Plastic surgery' and a table for 'Specialty' with 'From date' and 'End date' columns.

Remote consultations

Provided that you have added 'telephone/video consultations' as a service you offer to patients during your fee submission process, you will then be able to tick the boxes on your profile to indicate if it is a telephone/and or video consultations that you offer to patients.

If the profile form does not allow you to tick the boxes, please ensure that you add this service to your fee submission first.

(Please refer to our 'Help' pages to find the guide for fee submission).

This screenshot is identical to the previous one, but the 'Services offered' section is circled in red. The checkboxes for 'Telephone consultations' and 'Video consultations' are now checked, indicating that these services are being offered.

Medical specialty information

In the specialty information section, you are able to provide more detail on your Specialty and Sub-specialty. Please use the drop-down boxes provided to select the correct Specialty and Sub-Specialty as relevant to your practice.

If your specialty has changed over time, please use the 'From date' and 'End date' boxes provided to indicate this change.

This information will be used to populate your profile page. Your GMC registered specialty will be used on the PHIN search results page.

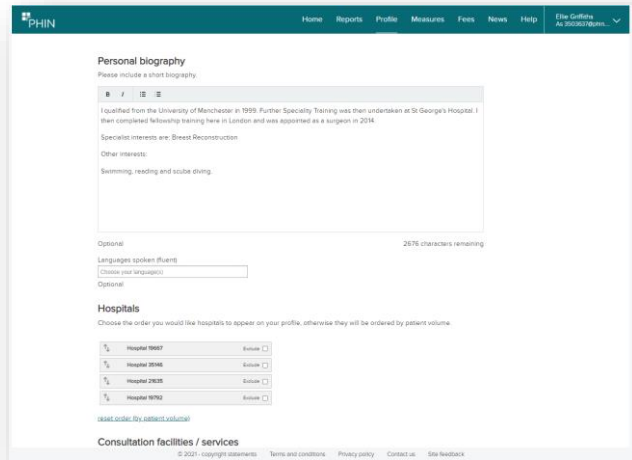
This screenshot shows the 'Medical specialty information' section of the PHIN profile form. It includes input fields for 'Patient email address' (consultants@phin.org.uk) and 'Website' (https://www.phin.org.uk/). The 'Services offered' section is visible with 'Telephone consultations' and 'Video consultations' checked. The 'Medical specialty information' section shows a dropdown for 'Plastic surgery' (circled in red) and a table for 'Specialty' with 'From date' and 'End date' columns. Below the table, there is a checkbox for 'Check this box if you undertake cosmetic procedures'.



Personal biography

A free text box is provided to allow you to write a personal biography on your profile. Here, you can enter detail about your training, work history and any procedures that you perform. Please note, there is a 3000 character limit.

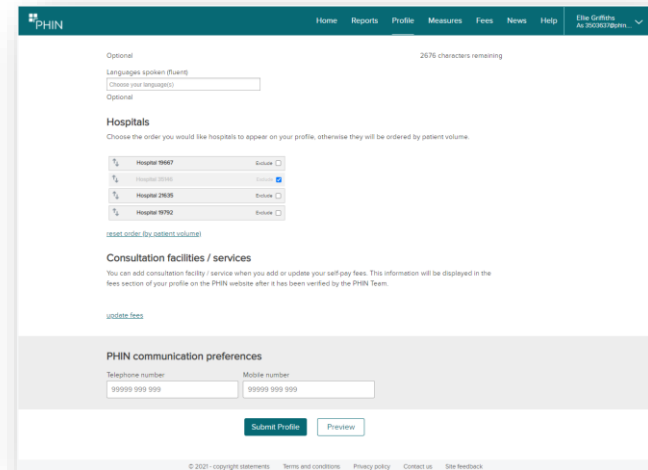
Patients can filter their search on the PHIN website for those consultants who have entered a personal biography. To ensure you are more likely to appear in patient searches, we would recommend that you include information in this section.



Hospital information

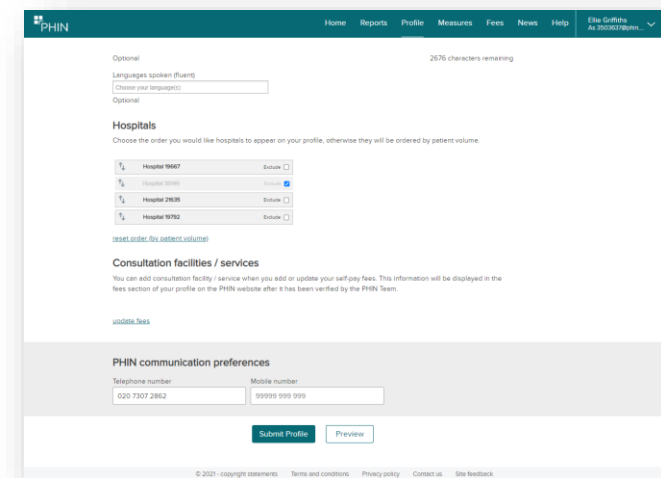
The hospitals associated with your practice are provided automatically, but if you no longer practice at any of those listed, you can exclude these using the **'exclude'** tick box.

Please ensure you have also excluded these hospitals during your fee submission process too.



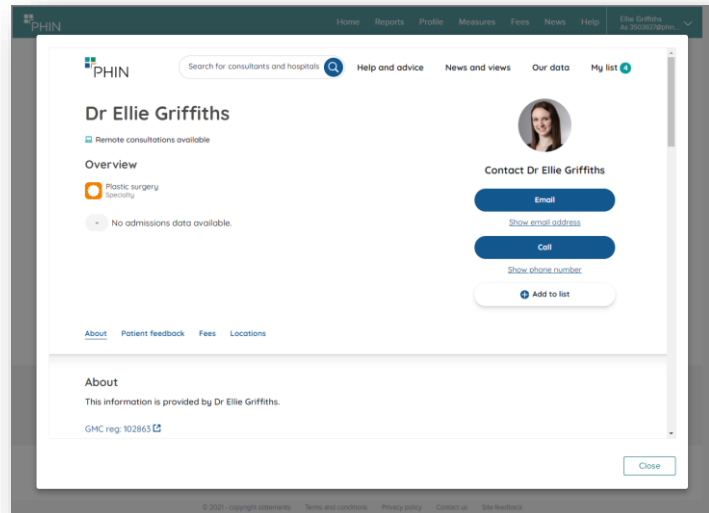
PHIN contact number

Lastly, we ask that you provide a number so that PHIN can contact you on for communication purposes.




Preview your profile

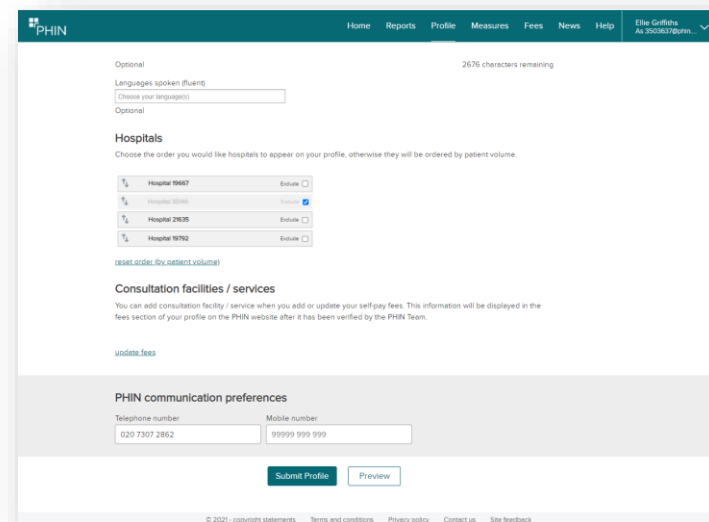
Once you have completed the required fields and other information in your profile, you will be able to **'Preview'** your profile to see how this will look on the PHIN website.



Submit your profile

Once you are happy, you will then need to **'Submit profile'** for approval. You will receive an automated email to confirm submission of your profile. Your profile will then be sent to a member of the PHIN team for approval on the PHIN website.

Once approved, your profile will appear on the PHIN website within 24 hours.



If you have any questions, please contact the [PHIN consultant engagement team](#).

