

## How to:

Add a practising address

Date: 6 December 2022

Owner: MedCo Registration Solutions

# Introduction

In order to become an operational Direct Medical Expert, practising addresses must be added to your account and maintained regularly.

It is important to note that the **MedCo Policies document** defines a practising address as addresses which an Expert regularly practices from.

In addition to the definition, at paragraph 19 of the **MedCo Policies document** there is further clarity on how often an address will need to be used in order for it to be considered "regular".

The published **MedCo Rules** at paragraph 33 also says "Medical examinations must be undertaken at suitable Addresses which are confidential, private, safe, secure and are a professional environment."

The volume and type of practising addresses are regularly monitored.

# How to add a practising address?

1. log on to Medco - <https://app.medco.org.uk/>
2. From the home page, select **Manage Registration**

## Main Menu

Please choose from the following options

<a href="#">Manage Registration</a>
<a href="#">Manage User Agreements &amp; Financial Links</a>
<a href="#">Manage Invoices</a>
<a href="#">Bulk Case Data Upload</a>
<a href="#">Manage Outstanding Cases</a>
<a href="#">Search for Closed/Archived Cases</a>
<a href="#">Training</a>
<a href="#">Change Password</a>

[Log Off](#)

## Important Information

Currently there are no messages

3. Scroll down to the page to locate the **Practising Addresses** field and select **Add new address**

Contact email for instruction

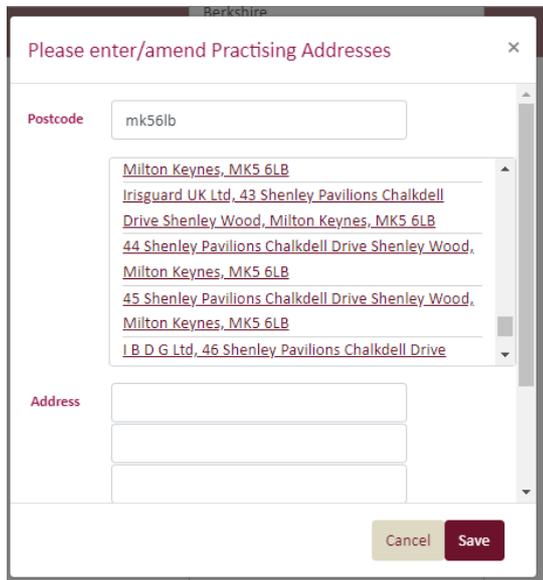
Practising Addresses

[Add new address](#)

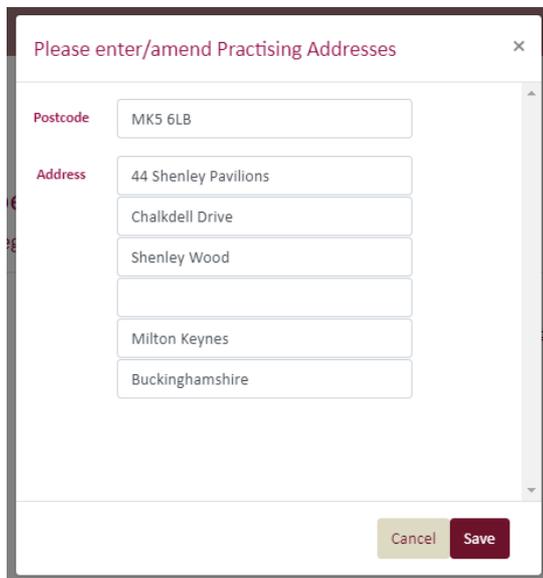
In which year did you qualify 

*Note: if you already have practising addresses listed in your account, each address will be displayed. To locate the **Add new address** option scroll to the bottom of your list of addresses.*

- In the pop-out box enter the postcode of the Practising Address you wish to add. A list of options will be displayed as you type.



- Select the address you wish to add.



## 6. Press Save

- The address will now be added to your list of practising addresses. **However, you MUST also press SAVE at the bottom of the Edit Direct Medical Expert page. This will add the address to your list of locations and will become available in searches immediately. A confirmation message will be displayed.**

