

Online Access Registration Form:

Patient Name: _____ DOB: _____
Address: _____ NHS No: _____
Home: _____
Mobile: _____
EMAIL ADDRESS: _____

I named patient above wish to register for PATIENT ACCESS. I wish for my registration documentation to be:

EMAILED SENT TO ADDRESS ABOVE TO COLLECT IN PERSON

Signed: _____ Date: _____
(Parent / Guardian)

RECEPTION / ADMIN

I have seen Photo ID for the person above and confirm they are of the same person.

YES NO SIGNED _____ DATE: _____

I have Seen Photo ID for the Parent / Guardian of the named child above and confirm that they live at the same address:

YES NO SIGNED _____ DATE: _____

Documentation sent via :

EMAIL ADDRESS _____ LEFT FOR COLLECTION
DATE: _____ SIGNED _____

St Andrews House Medical Centre

Patient Access

Information and
Registration

01.04.15

PARTNERS

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To register for online access please complete the form on the reverse and hand into reception. You will need to bring some form of Photo ID with you to confirm you are the person stated.

Unfortunately you are unable to register on someone else's behalf, with the exception of children (you must bring your own photo ID with you and the child must be living at the same address)

You are asked on the form how you would like to receive your registration documentation; the safest way to receive the documentation is via email, please note that you only have a period of 2 weeks to use the registration information until it becomes invalid, so please bear this in mind when making your choice.

Misuse

If you are noted to be misusing the online access system, your access may be revoked. Misuse constitutes of the following but not complete; booking and not attending repeated appointments, booking multiple appointments consecutively in the day. Persistently and intentionally ordering medication which is not due, repeatedly requesting online access and not registering.

Services available Online

You are currently able to:

- Order and track a repeat prescription request

When ordering your repeat medication please remember that there is still a 2 working day policy on collecting prescription. If you order your prescription too early the request may be rejected. There is a facility to write a message if needing to order early for any reason.

- View your current medications and allergies
- Book an appointment with the Doctor.

You are able to book in with any doctor with an appointment available. You will be asked for a reason for the appointment. Please state—review, back pain. Headache etc.

URGENT APPOINTMENT ARE NOT AVAILABLE ONLINE.

To see a GP urgently on the day you need to contact the surgery directly. On 0161 338 3181

Registration process:

- Register with the surgery
- Receive your registration documentation as requested.
- Log onto Patient.co.uk and complete registration.
- Complete all fields including phone number and memorable information.
- Choose a password.
- You will be given a unique ID.

The surgery does not have access to your unique ID, passwords or memorable information; it is imperative that you keep these details safe.

SMART PHONE / TABLET APP

Once you have registered online you can then download the app on your smart phone / tablet accessing it your unique ID and password.

This service is powered by Patient.co.uk and EMIS all information is secure.