# SOUTH SAXON HOUSE SURGERY

**Application for Patient Online Services**

|  |  |
| --- | --- |
| Surname | Date of birth |
| First name | |
| Address    Postcode | |
| Email address | |
| Telephone number | Mobile number |

I wish to have access to the following online services:

|  |  |
| --- | --- |
| 1. Booking appointments |  |
| 2. Requesting repeat prescriptions |  |
| 3. View summary information in GP record (medications, allergies, bad reactions) |  |

I wish to access services online and understand and agree with each statement (tick)

|  |  |
| --- | --- |
| 1. I have read and understood the information leaflet provided by the practice |  |
| 2. I will be responsible for the security of the information that I see or download |  |
| 3. If I choose to share my information with anyone else, this is at my own risk |  |
| 4. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement |  |
| 5. If I see information in my record that is not about me or is incorrect, I will contact the practice as soon as possible |  |
|  |  |

# For practice use only

Signature

Date

|  |  |  |  |
| --- | --- | --- | --- |
| Patient NHS number | | Practice computer ID number | |
| Identity verified by (initials) | Date | Method  Vouching   Vouching with information in record   Photo ID and proof of residence  | |
| Authorised by | | | Date |
| Date account created | | |  |
| Detailed handed to patient | | |  |

V1 February 2016

**Internet Appointments**

Welcome to EMIS Internet Appointment Booking Facility. We hope it will make your life easier when booking appointments and we recommend that you keep this leaflet as a reference for use when booking appointments. If you can’t find an appointment at a convenient time, please phone the Surgery during normal working hours on 01424 717386. The system only allows a patient to book up to two appointments at any one time. In addition to making the booking of appointments easier, the internet system also makes it very easy to cancel any appointments that you have made (whether you have booked them online or not).

Parents will be able to register their children up to the age of 16; thereafter, for reasons of confidentiality, each child will have to register individually.

**Doctors**

All Doctors’ appointments are for 10 minutes and are for routine appointments only!

Appointments for chronic disease monitoring cannot be booked online, e.g. Diabetes (these should be booked by contacting the Surgery)

Health Care Assistants (HCA)

The Practice employs a Health Care Assistant (HCA), who carries out a number of procedures which historically used to be done by our Practice Nurses. They do all the routine blood tests in the Surgery and these can be booked online and appear on screen as Health Care Assistant.

Please Note: bloods should be booked in Clinic before 1230hrs to allow for transportation to the hospital.

The procedures carried out in these Clinics all take 10 minutes; they are listed below and all can be booked online:

blood tests • blood pressure monitoring • height/weight • pneumococcal injections • vitamin B12 injections • smoking cessation

**Practice Nurses**

Some procedures carried out by the Practice Nurses can be done in 10 minutes and can be booked online:

All baby immunisations • simple wound dressings • removal of sutures • blood tests • blood pressure monitoring

The system, however, is unable to book longer appointments. The procedures listed below all require either 20 or 30 minutes and therefore to book these you will need to telephone the Surgery:

Spirometry • travel vaccinations and health advice • ECG’s • diabetic reviews • BARCS/Heart reviews • asthma reviews • smears • ear syringing

Any abuse of the system and your access online account will be terminated