

## The steps to register and apply for online services

1. Log on to our website [www.barringtonmedicalcentre.co.uk](http://www.barringtonmedicalcentre.co.uk) and click on the online services tab.
2. Click on the link on that page and this will open up emis Patient Access in a new window
3. Click on the 'Register' button and follow the instructions. Please make a note of the important access codes that you will create during this process – you will need these in the future.
4. This initial registration will provide you with short term limited online access. To complete the registration process, within one month you will need to bring the following to the practice:
  - Proof of address and Identity as outlined below
  - A signed application form – this is available on the online services page of our website or in paper format at our reception desk. Please read the important guidance notes so that you are fully aware of the service that you are applying for
5. Your application must be approved by your GP. Online services may be prohibited, reviewed or removed if your GP feels it is in your best interests. Although we will arrange for your GP to review your application within 10 days, please be aware that on some occasions it may take slightly longer.

**Online access is not routinely available for patients under the age of 16.**

**Whether you register online or collect your access codes in person you will be required to provide one Box A item and one Box B item, in person, at our reception desk, before you can use online services :**

BOX A - Identity	BOX B - Address
<ul style="list-style-type: none"> <li>▪ Passport</li> <li>▪ Driver's Licence</li> <li>▪ Birth Certificate</li> <li>▪ Marriage Certificate</li> <li>▪ Medical Card</li> </ul>	<ul style="list-style-type: none"> <li>▪ Driver's Licence <i>(Where not provided as Box A)</i></li> <li>▪ Utility Bill</li> <li>▪ Bank Statement</li> <li>▪ Tenancy agreement</li> <li>▪ HMRC / DWP correspondence</li> </ul>
<p><b>Not</b> acceptable:</p> <ul style="list-style-type: none"> <li>▪ Library Card</li> <li>▪ Video Card</li> <li>▪ Health club card</li> <li>▪ Private rent book</li> </ul>	<p>** All documentation demonstrating address must be dated within the last 3 months.</p>

# Barrington Medical Centre

## Online Services



**Repeat Prescriptions**



**Book and Cancel Appointments**



**View your medical records**

**Telephone: 0161 928 9621**

**Fax: 0161 926 9317**

[www.barringtonmedicalcentre.co.uk](http://www.barringtonmedicalcentre.co.uk)

## emis Patient Access

is a simple, secure and efficient system which allows online access to the following services for patients over the age of 16 :

### 1. Repeat Prescriptions

- View a list of your current repeat medications and easily select the ones you need to reorder. If your medication is not listed, you will need to contact the surgery.
- Include a message with your request e.g. ask for your prescription to be sent to your preferred chemist
- Track your order. Your request will be displayed as 'Accepted' once it has been processed or will have an 'R' displayed if your request has been rejected.
- **Please allow 48 hours from submission for your prescription to be ready for collection.**
- **Please do not send non-prescription related messages using this system as we will not be able to respond to them.**

### 2. Online appointment booking and cancellation

#### **Doctors Appointments**

You can book appointments with a GP of your choice up to 4 weeks in advance. If you are unsure whether it is appropriate to see a Doctor or a Nurse please contact the surgery by telephone. You are limited to the number of appointments that you can book online at any one time.

#### **Nurse Appointments**

Due to the many different types of nurse appointments we offer at the surgery we are unable to offer online booking for these. Please contact us by telephone as normal to book an appointment with one of our nurses.

## **Cancelling Appointments**

If you wish to cancel an appointment we would ask that you do that online as soon as possible so that the time can be made available to another patient in need.

Alternatively appointments can be cancelled by telephone on 0161 928 9621.

### 3. View aspects of your medical records

- Immunisations and vaccinations
- Allergies and Medications
- Procedures and referral codes
- Diagnoses, Problems and Symptoms
- Test Results – some results may appear on your record before a Doctor has had the opportunity to review them

Please ensure you repeat the important guidance notes on the application form.

### **Inappropriate Use**

We monitor use of this service and hope that you will find it useful. However, if we feel the facility is being abused we reserve the right to revoke access. Inappropriate use would be booking but not attending or cancelling appointments, booking inappropriate appointments with your Doctor or using your name to book appointments for a family member.

Our Doctors also reserve the right to refuse you access to online services if they feel that it is not in your best interest.

### **Registering and applying**

Please see the reverse of this leaflet regarding the process for registering and applying for online services. You will be required to provide proof of address and identity prior to using the service.