

PATIENT ACCESS WEBSITE - PATIENT USER GUIDE

**PLEASE DO NOT MAKE AN APPOINTMENT TO
ENQUIRE ABOUT THIS SERVICE - ASK OR
TELEPHONE RECEPTION**

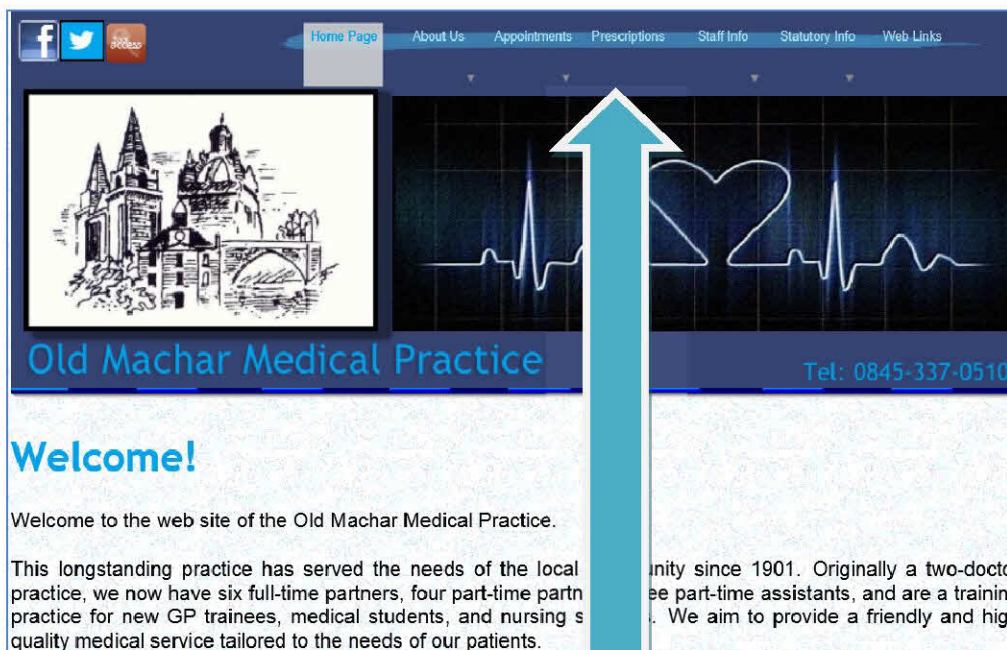
1. To create a Patient Access Account

To open a Patient Access Account you first need to contact the Surgery and ask them to register you. In order to register you will need to complete an application form and provide suitable PHOTOGRAPHIC IDENTIFICATION. You will receive a registration from the practice giving you the information you need to complete the registration screen. This registration form will contain a PIN, your practice number, your individual access ID, and your NHS Number such as the example below.

Screen 1	
PIN	654789
Practice Number	1234
Access ID	9876
NHS Number	1234567899
Screen 2	
First Name	John
Last Name	Smith

Enter the other information yourself. Remember your password and security information, but do not write them down in identifiable form.


You now need to access a PC and log on to the Internet. Into the Internet address bar type <http://www.oldmachar.co.uk> and the following screen will appear:



The screenshot shows the homepage of Old Machar Medical Practice. At the top, there are social media icons for Facebook, Twitter, and YouTube. Below these is a navigation menu with the following links: Home Page, About Us, Appointments, Prescriptions, Staff Info, Statutory Info, and Web Links. A large blue arrow points upwards from the bottom of the page towards the 'Appointments' and 'Prescriptions' links. The main content area features a large image of a church building on the left and a graphic of a heart with an ECG line on the right. Below the images, the text reads: 'Old Machar Medical Practice' and 'Tel: 0845-337-0510'. A 'Welcome!' message follows, stating: 'Welcome to the web site of the Old Machar Medical Practice. This longstanding practice has served the needs of the local practice, we now have six full-time partners, four part-time partn practice for new GP trainees, medical students, and nursing s quality medical service tailored to the needs of our patients. ... nity since 1901. Originally a two-doctor ee part-time assistants, and are a training . We aim to provide a friendly and high

Click on the link in the top menu bar, either '**Appointments**' or '**Prescriptions**'.

The next screen gives you the Patient Access login button and links to helpful information about Patient Access. Click once on the link to, 'Patient Access'.



The screenshot shows a webpage titled "Patient Access Documentation". On the left is a large red button with the text "Patient access" and a white arrow pointing down to it. To the right of the button is a list of links:

- [Patient Access Conditions of Use](#)
- [Patient Access Application form](#)
- [Patient Access SKY/Apps Instructions](#)
- [Patient Access Website Instructions](#)

Each link is accompanied by a small PDF icon on the right side of the page.

You are now presented with the 'Patient Access Sign In/Register' screen.



The screenshot shows the "Patient Access Sign In/Register" screen. At the top left is the "Patient.co.uk" logo, and at the top right is the text "Patient Access". Below the header is a "Home" link. The main heading is "Welcome to Patient Access". Below this is a paragraph explaining the service: "Patient Access lets you use the on-line services of your local practice. These may include arranging appointments, repeat medication, secure messages, medical record and updating your details. [Find out more](#)".

There are two main sections: "Sign In" and "Register".

The "Sign In" section has a "Practice ID" field with "750" entered, an "Access ID" field, and a "Password" field. Below these fields is a "Sign in" button. A "? Help" link is also present.

The "Register" section has a "Register" button. Below it is a paragraph: "Register to see if your GP practice offers Patient Access. Around 1 in 4 offer this service currently."

On the right side, there is a "Patient Access is the new name for..." logo for "emis". Below this is a "Help and Service Status" section with links: "Why doesn't my sign-in work?", "Why is the service not available?", "More frequently asked questions", and "View the current service status".

Below that is a "This site uses encryption" section with a lock icon and a link: "How can I tell this site is encrypted?".

At the bottom, there is a "Patient.co.uk" section with the text: "For trusted information on conditions and medicines visit [Patient.co.uk](#)".

At the very bottom, there are links for "Terms of use" and "Privacy policy".

A large blue arrow points upwards from the bottom center of the page towards the "Sign In" and "Register" sections.

