

IF YOU WOULD LIKE TO USE THIS SERVICE PLEASE COMPLETE THIS FORM AND RETURN TO THE SURGERY WITH PHOTO IDENTIFICATION ONE WEEK FOLLOWING YOUR REGISTRATION

**E MAIL REPEAT PRESCRIPTIONS
AND BOOKING ONLINE APPOINTMENTS**

Terms & conditions

Before you begin to use Emis Access we would appreciate it if you could read the following guidance regarding the ordering of repeat prescriptions and booking Doctors appointments over the internet and sign the bottom of this form before returning it to the Surgery

Only patients aged 16 years or over may register for Emis Access and when applying for Emis access we will need proof of identification please – due to patient confidentiality)

Any change of name or address or change of E mail address should be notified as soon as possible to the Surgery.

Please also note female patients are **unable** to book any contraceptive/Gynaecological procedures into these online appointments as the time slot available on line is not long enough to perform any procedures E.G. Smears, IUCD Checks, IUCD Change, Ring Pessary etc.

When ordering your prescription, please be advised that the only medications which will be displayed are your recent repeat prescriptions. Medication not set up by the Doctor as a repeat, or which has not been issued for some time (or discontinued) cannot be processed in this way. **If you enter any queries to the request this may take longer to issue as the request will go straight to the Doctor.**

Your prescription will be available in 2 WORKING DAYS and unless requested otherwise, will be available from the local Chemist – Lloyds in Purton for patients with a Purton address and Boots in Cricklade for patients with a Cricklade address.

Any queries except medication related, included in your request, will not be acted upon and should be referred to the Surgery in the usual manner. Please DO NOT add any urgent or routine messages to your E mail request as we cannot guarantee they will be read.

We will be monitoring the use of the service and we are sure that you will find it most useful, if however we find that a patient is abusing the system, we will revoke their access to this service and they will then need to liaise with our Administrating team. We would consider inappropriate use as :- sending inappropriate or abusive messages, requesting medication for other members of the family etc.

When you have set up your Emis Access there will also be a facility to book Doctors appointments, each Doctor will have a selection of appointments which will be available to book on line each week. If you book one of these appointments on line and then find you cannot attend, please cancel the appointment via the online service please. On line Doctors appointments are only to be used by the person signed up for the Emis Access DO NOT USE FOR OTHER FAMILY MEMBERS I.E PARENT FOR CHILD or PUTTING THE USERS NAME FOR THE APPOINTMENT AND THEN ARRIVING AT THE APPOINTMENT TELLING THE RECEPTIONIST IT REALLY IS FOR THEIR CHILD OR RELATIVE – if a patient tries to do this the Doctors appointment could be cancelled that was booked online and they could be asked to rebook using the appropriate patients details.

I _____ (please enter your name) have understood and will adhere to the Practice Guidance of the Emis Access. I understand that failure on my part to adhere to the guidance may result in my Emis Access registration being terminated. I understand that this will in no way effect my registration with the practice.

NAME _____ D.O.B. _____

SIGNATURE _____ D ATE _____

E MAIL ADDRESS _____