

EMIS Patient Access **Application to register**

Please note: Access to EMIS Patient Access will be at the discretion of the GP Partners.

This facility will provide access to selected routine GP appointments. Only one appointment may be booked at any one time, and appointments may also be cancelled online at any time prior to the appointment time. The use of this facility will be monitored and, if misused, access may be withdrawn. The facility will also provide access to repeat medications, allowing you to order these when required.

To apply please provide your details below **and** sign and date the attached two terms and conditions.

Name _____

Date of Birth _____

Address _____

Usual GP _____

Email Address _____

If your application is accepted you will be provided with your own unique registration details, which must be entered on line within 7 days.

Once issued it is the responsibility of the patient to keep the registration details secure. If the form is lost or stolen before registration has taken place the Practice should be notified straight away by telephone or in person, and a new letter will be issued.

EMIS Patient Access Terms and Conditions

- To apply for on-line access to the Practice's appointment booking system, and repeat prescribing, patients must complete the declaration below and return this form to the Practice Manager.
- Applications are "one per patient". Acceptance of one member of a family does not imply acceptance of other/further family members.
- Applications for on-line access will not be considered for patients who are under the age of 16.
- Where access is granted log-in details will only be released direct to the patient and not to a parent (in relation to patients 16 – 18 years) or other third party. Where a parent or other person requires access to the system to book an appointment or deal with the affairs of the minor, it is acceptable for the minor to provide the log-in details to the third party. The practice will not provide access detail directly.
- Where access is refused this will be in writing. A reason will only be given at the discretion of the Partners.
- Where a minor requests a change of details (perhaps to alter access) this will be granted at the discretion of the Partners.
- Patients with a history of non-attendance at pre-booked appointments without cancelling will not normally be granted access to on-line appointment booking.
- On-line appointments booked are to be cancelled by the patient as soon as it is determined that it is no longer required.
- The Practice will not allow misuse of the on-line system and will monitor usage by individual patients. Where it is considered that a patient is misusing the system or is acting in a way detrimental to the availability of the appointment system a warning letter will be issued. Where the situation does not improve, or recurs, access will be removed permanently and without further notice, at the discretion of the Partners.
- Approved access requests will be notified along with access instructions and a copy of these Terms and Conditions.
- Requests for re-issue of access log-in details will be via post, reissue in all cases will be to the registered address.
- **The free text box within Repeat Prescribing should only be used for the repeat medications listed ie, if requesting double for going on holiday. This box is NOT to be used for Special Requests or other messages for the Doctors.**
- The status of repeat requests should be checked before collecting any medications from the Pharmacy.
- Messages within Repeat Prescribing should be checked, after requesting medications, to confirm that they have been prescribed.
- **It is not necessary to put a reason for your GP appointment**

Agreement

I agree to the above Terms and Conditions, and others which may be reasonably imposed from time to time at the discretion of the Partners.

Signed: Name:

Date: