Using Emis Access

We now offer patients the use of a secure web site on the Internet to:

- Book Appointments
- Request repeat prescriptions

HOW DO I [REGISTER](#) FOR EMIS ACCESS?

You must be a fully registered patient, and need a letter from us containing personalised access codes . To get this letter you need to come to Reception and ask for Registration for EMIS Access, you will need to show some photo ID, i.e. passport/driving license. The Receptionist will find you on our computer system and print out your access codes and registration instructions. Once you have the access codes and instructions you can connect to the web site at any time and register.

HOW DO I GET ONTO EMIS ACCESS?

You can visit this page by clicking on the following image from anywhere in this website The first time you use the site you will be asked to create your account. Here you will need to enter the four registration codes given to you by the practice.

REPEAT PRESCRIPTION REQUESTS

If one of our doctors has arranged a repeat prescription for you, and the review date has not expired, then you can use EMIS Access to request a repeat. Prescriptions can be collected two full working day after request. Once you have logged onto EMIS Access you can view any medication items by clicking List of your repeat medication in the Repeat Prescriptions section of the screen. Tick the items you require and then click Make Request. There is no need to add a message relating to your request. You will then see a confirmation screen, providing you are happy with the selection you made, click Confirm.

VIEWING YOUR CONTACT INFORMATION

Clicking on View/Update Your Contact Info (opposite Welcome on the EMIS Access home page) will show the current details we hold for you. If you need to make any changes click Edit but please note the following points which are very important: Your address: Your address may appear in an abbreviated format on this screen, this is because our computer system limits the address field to a specific width. If you address is abbreviated there is no need to change it unless it is technically incorrect (i.e. wrong flat number).