



# PETERCULTER MEDICAL PRACTICE

## Application to use Online Appointment Booking

Please complete all the sections below **clearly and in capitals** and sign to confirm you have read the conditions of use. Return your application to the Practice where it will be processed. You will be required to attend the practice **IN PERSON** and **WITH SUITABLE PHOTOGRAPHIC IDENTIFICATION** when you submit your application. We will post your access details when they have been processed.

**Name:** .....

**Date of Birth:** .....

**Address:** .....

**Telephone No:** .....

**Email address:** .....

### Conditions of use

- Please ensure that your EMIS Access log in details remain confidential. You can book and cancel GP appointments and order your repeat medications, in the future you may even view a summary of your medical records. We will not necessarily write to inform you of the changes to this service and therefore this number and password should remain confidential. If you think anyone knows your details then either change your password or ask us to reset your password.
- Appointment Access is a voluntary scheme. If you wish, your account can be stopped should you no longer wish to continue. This will not affect your registration at the practice and appointments will remain available over the phone or in person at the practice.
- Applications will be assessed on an individual basis and a patient may be turned down if a doctor feels the online appointment system is not suitable for their specific needs.
- We retain the right to withdraw access to the service to those who seem to be abusing the service by booking appointments to which they do not attend or frequently cancelling appointments just before the time of the appointment which means we cannot use the time for someone else.
- We will endeavour to maintain the maximum access to the service but it is necessary for the service to be shut down overnight while our system back-up occurs and there may be other times when the service is not active. Appointments made using the system can be checked and cancelled by phoning the surgery during our times of opening when the online system is unavailable.
- Nurse appointments cannot presently be booked online as they often require a specific member of staff and a longer appointment than a single slot. These options are not presently available with EMIS Access. However, nurse appointments CAN be cancelled online.

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registration Processed  Date: \_\_\_\_\_ Staff Initials \_\_\_\_\_

Photo ID Checked  Details Issued  Date: \_\_\_\_\_ Staff Initials \_\_\_\_\_