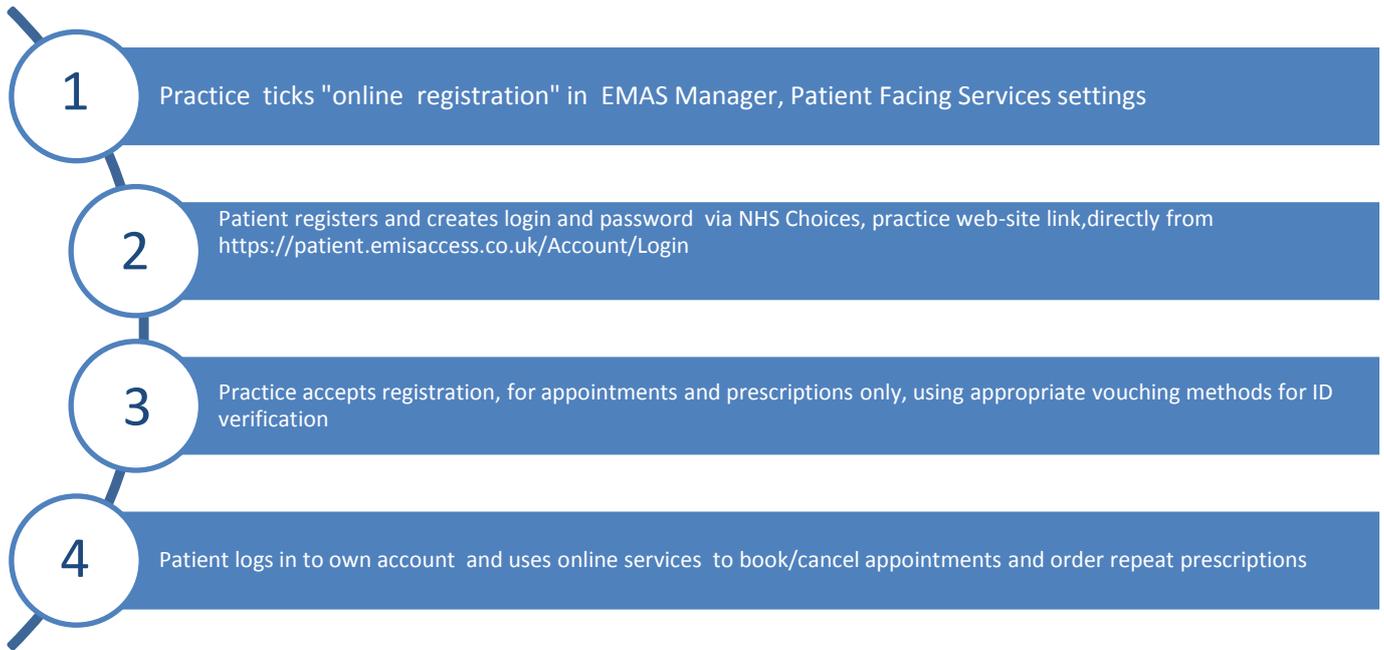


EMIS Online Registration for Online Services¹



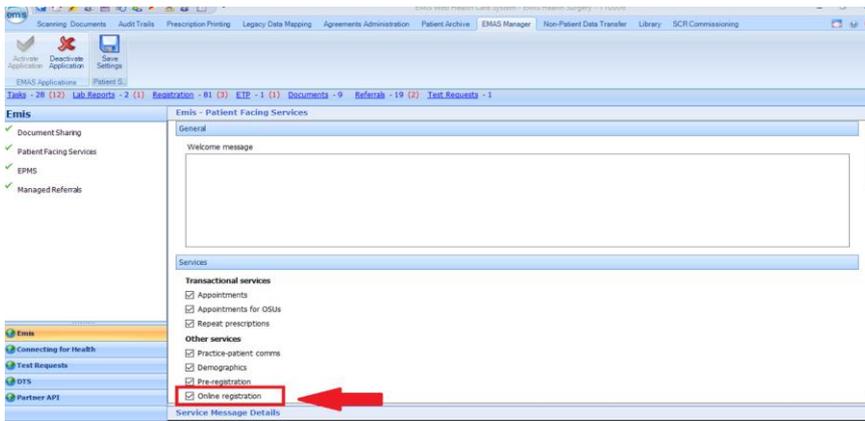
Screen shots of the process overleaf

Considerations

- When submitting the online form the patient's name, address and date of birth etc., have to be an exact match to the information held in the medical record or the request will be rejected and the patient will need to contact the practice
- It is recommended that applications for proxy access and children should not be accepted via this method. Such applications should be dealt via manual application process
- The patient creates their own login/password and receives a system generated message to say they may need to present to practice with two forms of ID
- As the patient has created their own ID and password there is no requirement to print a PIN document for them if they come into the practice with ID. The practice may wish to advise the patient of the option to register for I-Patient as an alternative to EMIS at this stage.
- When accepting the registration from the system workflow appropriate vouching methods should be used. Confirming the patient's identity by vouching via a telephone call is acceptable when giving access to appointments and prescriptions e.g. Name; DOB; Address; Last appointment details; Current repeat medications etc.,
- Once the registration has been accepted and the vouching details completed the patient will be able to log in and book/cancel appointments and order repeat medication. This will now be counted as a registration for the practice
- If a patient wishes to make further application for Access to Medical Record they should be advised to submit practice application form and undergo further ID verification. Click [here](#) to register for e-learning module on Identity Verification and [here](#) for full RCGP guidance on Identity Verification

¹ Correct at 180217 based on EMIS V6.2

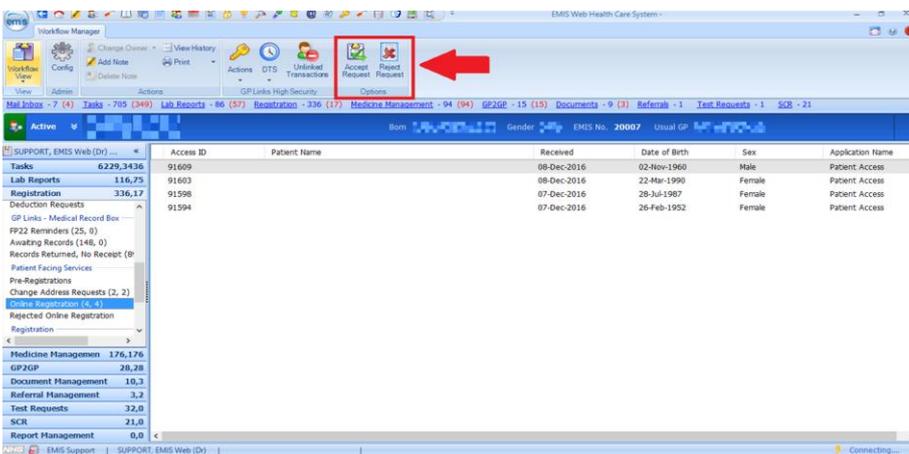
1. Tick Online Registration (EMAS Manager, Patient Facing Services)



2. Patient Registers online



3. Practice Accept Request



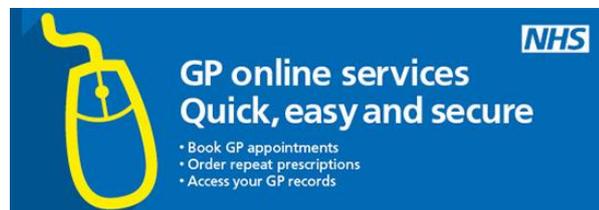
If the patient has forgotten their User ID or Password then can use the 'I forgot my ID / Password' link on the Patient Access website (as long as they supplied an email address and mobile number).

NB - ID Verification details will need to be completed once request has been approved

By default accepting a request will either give the patient transactions plus summary record access **or** the level of access they have been previously assigned (eg from an old account or after printing a PIN document). **You may therefore need to check that you have given the right level of access to the patient.**

GP online services

Patient Access and i-Patient



The information we have provided will enable you to:

- Book, cancel and amend appointments.
- Request repeat prescriptions and view the progress of your request.

There are currently two options available for you to access these services:

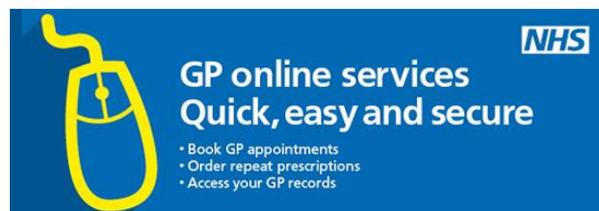
Option 1 : Patient Access	Option 2: i-Patient
<p>1. Either search for “Patient Access” or visit https://patient.emisaccess.co.uk/account/login</p> <p>2. Download the Patient Access app, which can be used on Apple devices (iPhones and iPads) and on Android devices (mobile phones and tablets). The app can be downloaded for free from the Apple App Store and from the Google Play Store.</p>	<p>Search for “i-patient” or visit https://www.i-patient.net/login</p>
<p>Click “Register” to complete your online registration.</p> <div style="text-align: center;">  </div>	<p>Click “New User” to complete your online registration.</p> <div style="text-align: center;">  </div>
<p>When asked if you have received a registration letter from your practice – select “Yes”.</p> <div style="text-align: center;"> <h3>Register</h3> <p>Have you received a registration letter from your practice?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> </div>	<p>Provide your account sign-up information to create an account.</p> <div style="text-align: center;"> <h3>Account Signup</h3> <p>e-mail: <input type="text" value="Please enter your email"/></p> <p>Name: <input type="text" value="First name"/></p> </div>
<p>Enter the details on the registration letter provided by your practice.</p> <p>Please enter the following details as printed on your registration letter.</p> <p>Account Linkage Key or PIN * <input type="text"/></p> <p>Practice ODS Code or Practice ID * <input type="text"/></p> <p>Account ID or Access ID * <input type="text"/></p> <p>NHS Number or CHI Number <input type="text"/></p> <div style="text-align: center;">  </div>	<p>Enter the practice ODS Code or practice ID on the registration letter provided by your practice and find your practice.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Connect to your GP</p> <p>In order to get the most out of i-Patient, you need to link to your GP please enter the Practice or ODS code to find your practice.</p> <p>Practice (ODS Code): <input type="text" value="Practice (ODS Code)"/> <input type="button" value="Find Practice"/></p> </div>
<p>Remember should your account ID and password as you will need this to login in future.</p>	<p>Enter the account ID and account linkage key on the registration letter provided by your practice. Provide your date of birth and click “Link Account”.</p> <p>Account ID: <input type="text" value="Account ID"/></p> <p>Account Linkage Key: Your account linkage key should be case sensitive. <input type="text" value="Account Linkage Key"/></p> <p>Date of Birth: Day <input type="text" value="Day"/> Month <input type="text" value="Month"/> Year <input type="text" value="Year"/></p> <p style="text-align: center;"> <input type="button" value="Not now"/> <input type="button" value="Link Account"/> </p>
<p>Help and support is available at: https://support.patient-access.co.uk/</p>	<p>Help and support is available at: https://www.i-patient.net/Help</p>

More information

- NHS choices www.nhs.uk/gponlineservices
- NHS guidance on keeping your online health and social care records safe and secure <http://www.nhs.uk/NHSEngland/thenhs/records/healthrecords/Documents/PatientGuidanceBooklet.pdf>

GP online services

SystemOnline



The information we have provided will enable you to:

- Book, cancel and amend appointments.
- Request repeat prescriptions and view the progress of your request.

There are currently two options available for you to access these services:

1

You can either:

- Visit <https://systmonline.tpp-uk.com>
- Download the SystemOnline app, which can be used on Apple devices (iPhones and iPads) and on Android devices (mobile phones and tablets). The app can be downloaded for free from the Apple App store and from the Google Play Store.

2

Enter the temporary username/password on the registration letter provided by your practice.

Login

If you already have a username and password, enter them here.
If you do not have a username and password, contact your practice to register for SystemOnline.

Username

Password

[I've forgotten my password](#)

3

When prompted change your password. Re-enter your temporary password and set a new password that will be more memorable. Your password must contain at least one number and one non-alphanumeric character e.g. “!” or “?”

Current password

New password

Confirm new password

4

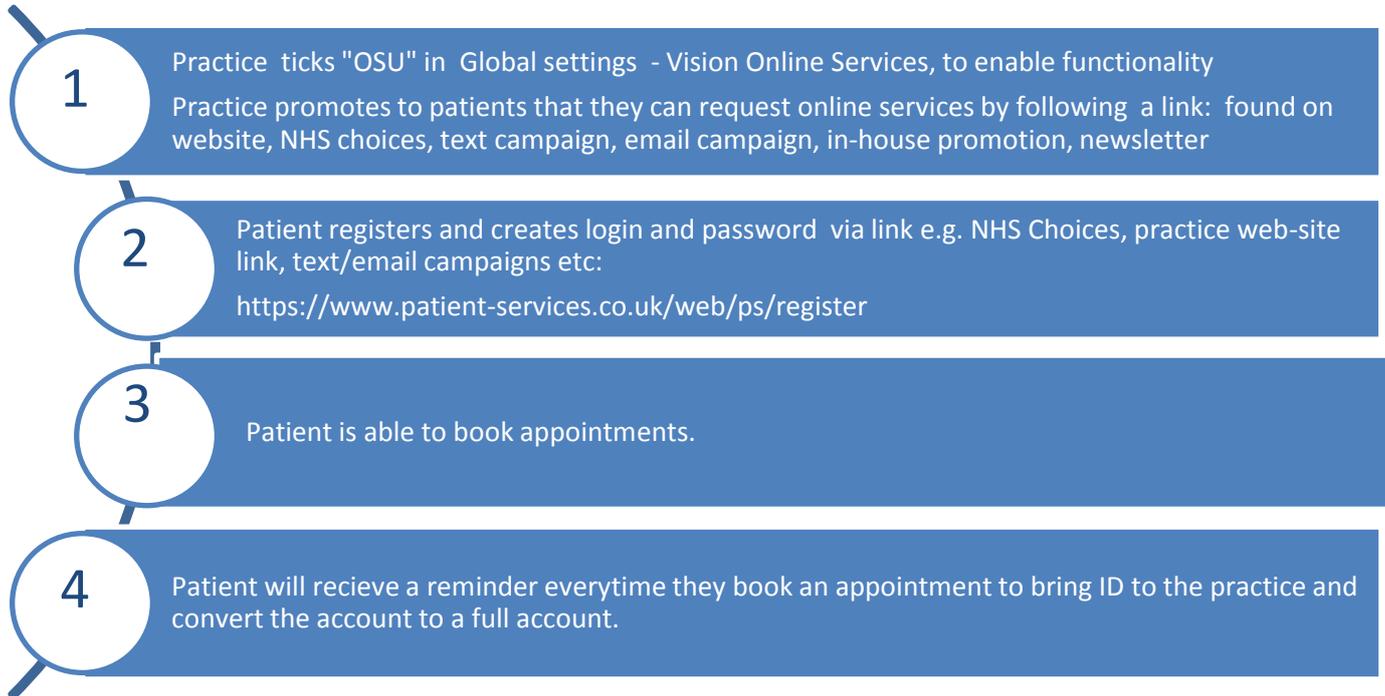
Additional help and support is available at

<https://systmonline.tpp-uk.com/2/help/help.html>

More information

- NHS choices www.nhs.uk/gponlineservices
- NHS guidance on keeping your online health and social care records safe and secure <http://www.nhs.uk/NHSEngland/thenhs/records/healthrecords/Documents/PatientGuidanceBooklet.pdf>

Vision Online Registration for Online Services (OSU)



Considerations

- When submitting the online form the patient's name, address and date of birth etc, have to be an exact match to the information held in the medical record or the request will be rejected and the patient will need to contact the practice
- It is recommended that applications for proxy access and children should not be accepted via this method. Such applications should be dealt via manual application process
- The patient creates their own login/password
- Your patients are prompted via the Welcome screen that if they want to create a full online services account they need to provide two proofs of identification.
- As the patient has created their own ID and password there is no requirement to print a PIN document for them if they come into the practice with ID.
- If a patient wishes to make further application for Access to Medical Record they should be advised to submit practice application form and undergo further ID verification. Click [here](#) to register for e-learning module on Identity Verification and [here](#) for full RCGP guidance on Identity Verification

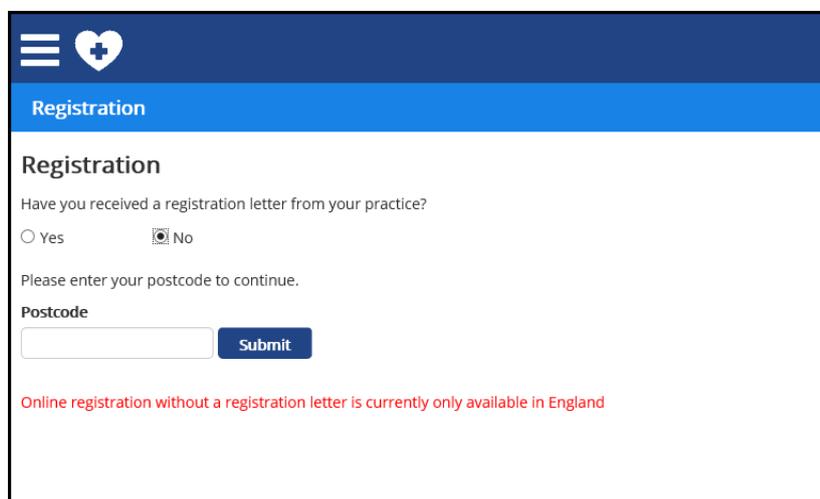
1. Tick Online Registration

From Control Panel - select **File Maintenance - Online** , tick **OSU** and click **OK** to save:

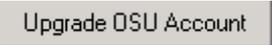


2. Patient Registers online

Your patients can now register and create login and password via www.patient-services.co.uk.



3. Upgrade the basic account to the full Online account (inc. repeat prescriptions)

 **Note** – In order for the patient to upgrade their basic online account to a full online services account. The patient will need to provide 2 acceptable forms of identification. From the patients registration record select their Online Services tab, record the two acceptable forms of ID, select **Upgrade OSU Account**  and simply follow the on screen prompts.