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)

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2. Patient Registers online

Patient	
Welcome to Patient Access	

Patient Access lets you use the online services of your local practice. These may include arranging appointments, repeat medication, secure messages, medical record and updating your details.



emis health

3. Practice Accept Request

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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
 Either search for "Patient Access" or visit <u>https://patient.emisaccess.co.uk/account/login</u> 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. 	Search for "i-patient" or visit <u>https://www.i-patient.net/login</u>
Click "Register" to complete your online registration.	Click "New User" to complete your online registration. New User
When asked if you have received a registration letter from your practice – select "Yes".	Provide your account sign-up information to create an account.
Register Have you received a registration letter from your practice? • Yes • No • No	e-mail: Please enter your email Name: First name
Enter the details on the registration letter provided by your practice. Please enter the following details as printed on your registration letter. Account Linkage Key or PIN Practice ODS Code or Practice ID Account ID or Access ID NHS Number or CHI Number Next	Enter the practice ODS Code or practice ID on the registration letter provided by your practice and find your practice. Connect to your GP In order to get the most out of i-Patient, you need to link to your Giplease enter the Practice or ODS code to find your practice. Practice (ODS Code): Practice (ODS Code) Find Practice
Remember should your account ID and password as you will need this to login in future.	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". Account ID: Account ID Account Linkage Key: Your account linkage key shot and is case sensitive. Account Linkage Key Date of Birth: Day Month Year Not now Link Account
Help and support is available at: https://support.patient-access.co.uk/	Help and support is available at: <u>https://www.i-patient.net/Help</u>

More information

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

GP online services

SystmOnline

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 <u>https://systmonline.tpp-uk.com</u> Download the SystmOnline app, which can be used on Apple devices (iPhones and iPads) and on Apdroid devices (mobile phones and tablets). The app can be develoaded for free
	from the Apple App store and from the Google Play Store.
	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 SystmOnline.
2	Username Password
	Login
	l've forgotten my password
	When prompted change your password. Re-enter your temporary password and set a new password that will be more memorable. Your password must contact at least one number and one non-alphanumeric character e.g. "!" or "?"
3	Current password
J	Confirm new password
	Submit
1	Additional help and support is available at
4	https://systmonline.tpp-uk.com/2/help/help.html

More information

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

GP online services

GP appointments

repeat prescript

Quick, easy and secure



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 <u>here</u> to register for e-learning module on Identity Verification and <u>here</u> for full RCGP guidance on Identity Verification



Online , tick OSU and click OK to save:

	Y Vision Online Services		×
Tick to enable	Global	Configure.	
	Services		

2. Patient Registers online

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

≡ ♥
Registration
Registration
Have you received a registration letter from your practice?
⊖ Yes 💿 No
Please enter your postcode to continue.
Postcode Submit Online registration without a registration letter is currently only available in England

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 Upgrade OSU Account and simply follow the on screen prompts.