



Book Appointments and View your Medical Record Online

If you wish, you can register with Patient Access and use the internet to book your appointments and look at some aspects of your medical record online.

Appointments can also be made in person or by phone.

Registration is personal but parents can register on behalf of children under 14yrs of age

Once registered with Patient Access you will be able to:

- ☞ view and cancel your existing appointments
- ☞ book one of the appointments available online (available up to 4 weeks ahead)
- ☞ view some aspects of your medical record, including Test results

Being able to see your record online might help you to manage your medical conditions. It also means that you can access it from anywhere in the world should you require medical treatment. If you decide not to join or wish to withdraw, this is your choice and practice staff will continue to treat you in the same way as before. This decision will not affect the quality of your care.

If you would like to register, please read the Terms of Use and follow the steps below

Application for online services

TERMS OF USE :

1) I have read and understood the information above provided by the practice
2) I will be responsible for the security of the information that I see or download
3) If I choose to share my information with anyone else, this is at my own risk
4) I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement
5) If I see information in my record that is not about me, or is inaccurate I will log out immediately and contact the practice as soon as possible



Please tear off the section below and keep it to remind you how to complete your registration - please allow at least 3 days from when you return this booklet

1. Please come to Reception **in person** with your passport, photo driving licence or bank statement
2. You will be required to confirm your acceptance of the 5 terms of use detailed above
3. We will issue a unique registration letter – the details will be **valid for 2 weeks only**
4. When you get home, go to the Rectory Meadow Surgery website – www.rectorymeadowsurgery.co.uk and click on the ‘Appointments’ or ‘View your Medical Record online’ tab
5. Click on ‘Register’ and, using the information in your letter, you can now complete your registration
6. You will need to think of password which is unique to you. This will ensure that only you are able to access your record and make your appointments online – unless you choose to share your details with a family member or carer.