

**Drs Sparrow, Clayton & Furber
Stalbridge Surgery**

**New Quicker & More Efficient Online Access
To Appointment Booking and Repeat
Prescription Ordering**

~[Today...]

Dear ~[Title] ~[Surname]

Registration to use emisaccess - your registration letter

We are very pleased to have added this extra facility to our website.

- **Appointments:-** You can access our actual appointment screens and directly book the appointment you want, from a range of available appointments up to 60 days in advance with whom you want on our in-house computer system, within a matter of seconds.
- **Repeat Prescriptions:-** get direct access to the same repeat medicine screen we use at the surgery and order the medicines you need with a simple tick. Then collect your repeat prescription medicines 48 hours later from the surgery dispensary or the chemist as usual.
- **Change of Personal Details:-** changes to addresses, names or telephone numbers can be updated directly.

The in house computer system we use is called EMIS. This new facility is called EMIS-ACCESS. We will be 'live' using this system from Friday 9th February 2007. You can access this facility from wherever you gain access to the internet

The personal information available via the EMIS Access feature is protected using the highest internet security.

This new facility is a secure connection over the internet requiring initial registration and demands a number of security features to gain access to your personal details. We are assured that the facilities security features can be considered as similar to the security that internet banking offers. it is quick and easy to use and can be particularly useful during those times when the practice is closed or telephone lines are busy.

Once registered any subsequent access is very swift and easy.

To Register (first time only)

each person should be registered independently even young children

There are two registration screens. The first screen requires information given in Screen 1 below. The second screen requires additional security information including your Name and Date of Birth. You should also set up a password, which you will use to access the service in the future, and choose a security question, which the practice will use in the future, if necessary, to authenticate you in relation to EMIS access.

Screen 1	
PIN	~[PIN]
Practice ID	~[CDB]
Access ID	~[Access_Id]
NHS Number	~[NHS Number]
Screen 2	
First Name	~[Forename]
Last Name	~[Surname]

For subsequent visits you will need to remember the Practice ID, Access ID and the password you specified on screen 2. If you forget any of these details please contact the surgery and they will check your security question. The surgery may need to generate a new pin number and access ID for you along with a registration letter.

We hope that you find this facility useful and we welcome your feedback.

www.stalbridgesurgery.co.uk