**SYSTMONLINE**

SystmOnline allows you to do things like booking appointments and ordering repeat prescriptions at a time convenient to you

To use the SystmOnline service, you will need to go to your registered GP practice to request a SystmOnline username and password. You cannot register for this service online because the practice needs to verify your identity. Your GP practice will then give you a SystmOnline username and password and then wait an hour before trying to log into the website. Your practice will give you the web address you need to type into your web browser.

Type in your username and password and click **Login.** You will then see the SystmOnline Home page which shows your details and your GP’s practice contact details at the top

You will initially be given a random password and when you log on for the first time, you will be prompted to change it to something more memorable.

**MANAGING APPOINTMENTS WITH SYSTMONLINE**

You will be able to see up to five past appointments and all future appointments. You will also be able to book and cancel appointments Click the **Book Appointment** link on the homepage or click **Book Appointment** on the main menu bar. The page displayed shows details of all sessions at your GP practice that are available for online booking. The table shows the date an appointment is available, the earliest and latest slot times, aswell as the location, clinician and session type. Click **View Available Appointments** at the end of the row for the appointment you require. To confirm the appointment click **Book Appointment**. The appointment is confirmed. To print the details, click **print.** Otherwise click **Back** or any other menu option.

To cancel an appointment click **Future Appointments** on the main menu bar. Click **Cancel Appointment** button relating to the appropriate appointment. Check the appointment details and click **Cancel This Appointment.**

**MANAGING PRESCRIPTIONS WITH SYSTMONLINE**

For certain drugs you can request a new prescription. Click the **Current Prescriptions.** All current repeat prescriptions are listed with the drug , dosage, quantity, last issued date and status. An empty tick box in the left hand column means you can ask for a new prescription for that drug.

Select the drug by clicking on the box in the left hand column. If the item you require is not listed or if you need to include further information with your request, type the details into the M**edication** **Request Notes** field. When providing this information you should bear in mind that it may be visible to all practice staff. Click **Request Medication.** The medication order summary is displayed, stating that a request has been sent to the practice to re prescribe the items and the prescription will be ready for collection in two working days. Click **Return To Current Medication** to return to the Current prescriptions page where the status of the drug will show that it has been requested.

**VIEWING A SUMMARY OF YOUR PATIENT RECORD**

To view key details from your Electronic Health record, click the **My Summary Patient Record** link on the home page. The summary will include details of the following:

Allergies

Drug Sensitivities

Acute Medication (issued in the last 12 months)

Repeat Medication (issued in the last 12 months)

Click **Back** to return to the Home page.