



Online Services Application Process Guide

As from 4th October 2010 the surgery will be using a new quicker system for you to order your repeat prescriptions on line

In order for you to be able to use this service, you will need to register for this Online service to obtain a user name and password.

What does the patient needs to do?

If you wish to register to use our online service this is the process you need to follow:

- Please either download an application form from the St Peter's Hill website www.stpetershillsurgery.co.uk

Or come into the surgery and you will find an application form within reception

- Once you have completed your application form, you will be require to show the receptionist one of the following:
 - 1 x Photo ID e.g. a passport or a driving licence
 - Or
 - 1 x a document with your name and full postal address e.g. a utility bill
- The receptionist will then place the completed application form into the relevant doctors basket for approval
- Once the doctor has authorised the application form
- The receptionist will register you for the online service within the clinical system
- The surgery will then send you in the post your unique username and password
- Once you have received this document in the post
- Log onto St Peter's Hill website in the normal way
- You will be required to enter your user name and password.
- For your first log in only you will be asked to change your password
- Ensure you keep this information safe.
- Tick against the drug you wish to order
- Follow the links
- Your request will now appear within your clinical record at the surgery and your request will be actioned in the normal way.