



## **MAKING APPOINTMENTS AND REQUESTING REPEAT PRESCRIPTIONS ONLINE**

### **INFORMATION FOR PATIENTS**

If you are aged 16 or over and would like to be able to make appointments online or request your repeat prescriptions online you will need to come to register in person at surgery reception and bring the following with you:

- A current form of photo ID e.g. driving licence or passport

Ask the receptionist to register you for online prescriptions and appointments.

The receptionist will give you a print out showing your user name and password. This will not be valid until 4 hours later. Go to the surgery website to register [www.farfieldsurgery.co.uk](http://www.farfieldsurgery.co.uk) and follow the instructions. You may be asked to change your password when you log on for the first time.

Prescriptions can be ordered two weeks before they are due. If the request is any sooner than two weeks then the request will be refused.

Once you have logged on you will be able to:

View the list of drugs on your repeat prescription. Drugs that are available to order will have a tick box next to them. Click on the box to order that drug.

Add a note about your request e.g. *please send to .....pharmacy*. Please do not use this space to add any other request to the surgery.

Make some routine appointments.

Cancel future appointments you have made.



## **HOW TO USE THE ONLINE PRESCRIPTIONS AND APPOINTMENTS SERVICE**

### **INFORMATION FOR PATIENTS**

You can access the surgery website without a login and password at [www.farfieldsurgery.co.uk](http://www.farfieldsurgery.co.uk)

To use the online services you will need to obtain a login and password from the surgery. To find out how to do this visit our website or contact the surgery.

From the home page on our website please double click on one of the icons, as shown below, to either order a repeat prescription, or to make or cancel appointments. This will bring up the login screen. Type in your user name and password (which you should obtain from the surgery) and click the logon button. This allows you access to the system and you can then order your prescription or make your appointments etc.

