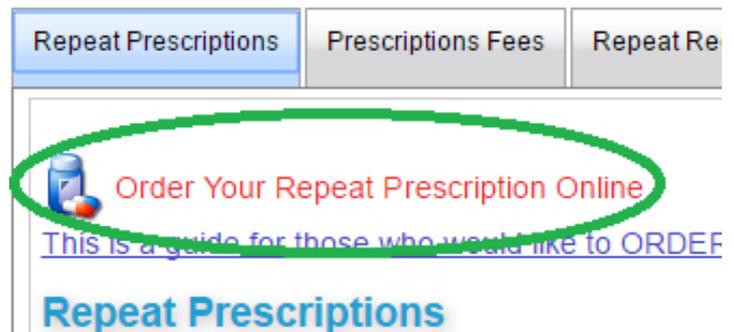


This is a guide for those who would like to ORDER REPEAT PRESCRIPTIONS on-line.

- Before using the system you need to be issued with your Username and Password. Please attend the surgery in person with the appropriate id (passport, driving license, etc.) to be issued with these.
- Go to the surgery website, as usual. <http://www.thechippingsurgery.co.uk>
- At the top of the page, hover your mouse over 'Prescriptions' in the top tool bar. Click the first item: 'Repeat Prescriptions'.



- On the next page click
'Order your Repeat Prescription Online'



This will take you to the normal **Systmonline** login page.

Type in your Username and Password and click 'Login'



Registration

Self-registration is currently disabled by this practice.

If you want to request access to Online Services at **The Chipping Surgery**, please click below.

[Request access to Online Services at The Chipping Surgery](#)

Login

If you already have a username and password, enter them here.

If you do not have a username and password, contact your practice to register for Systmonline.

Username

Password

- This will take you to the **systemonline** home page.
- Halfway down on the left hand side you'll see '*medication*'.
- Left Click it.
- This takes you to a page headed Medication. Bizarrely you now need to **click the sub-heading** which is also '*Medication*'

Home

- [Appointments](#)
- [Medication](#)
- [Patient Record](#)
- [Messages \(0 Unread\)](#)
- [Questionnaires](#)
- [Online Account Management](#)
- [Help](#)
- [Choose Patient](#)
- [Logout](#)

Medication

- [Home](#)
- [Medication](#)
- [Prescription Requests](#)
- [Change Pharmacy](#)

- This brings up a table of your regular medicines. Tick the one / ones you wish to order AND then click '*Continue*' (this is a small 'button' near the bottom of the text).

Request existing medication

Recent Medication
There are no recent medications to display.

Regular Medication

Drug
<input type="checkbox"/> ██████████ 50mg tablets 28 tablet - one at night Last Issued: 03 May 2016 Last requested 02 May 16, status Issued
<input type="checkbox"/> ██████████ 135mg tablets 200 tablet - one to two three times a day Last Issued: 03 May 2016
<input checked="" type="checkbox"/> ██████████ 500mg gastro-resistant tablets 56 tablet - take one twice daily Last Issued: 11 Jan 2016 Last requested 05 Jan 16, status Issued
<input type="checkbox"/> ██████████ 20mg gastro-resistant capsules 28 capsule - take one daily Last Issued: 03 May 2016 Last requested 02 May 16, status Issued

Make custom request

Medication request notes
You can use this field to create a custom medication request using free text.

Notes entered into this field may be visible to all staff at the practice

Please collect your prescriptions from Lloydspharmacy, 43 Long Street, Wotton-under-Edge, Gloucestershire, GL12 7BX.

- This takes you to a page showing the medicine/s you wish to order. Note: your order has **not yet been processed**.
- You have the opportunity at this stage, if you wish, to add a short comment, e.g. if a consultant has changed your dose at a recent appointment, and the surgery hasn't yet picked up on it. Please type the request in using CAPITAL LETTERS to highlight the change

Request Medication

The following medications are about to be requested. You should check that these are correct, add notes as required, and press the 'Request Medication' button to complete the request.

Once your request has been submitted, a member of staff at the practice will process your request and issue the prescriptions ready for collection.

Drug	Notes
<div style="background-color: black; color: white; padding: 2px;">[REDACTED]</div> 500mg gastro-resistant tablets 56 tablet - take one twice daily Last Issued: 26 May 2016 Last requested 05 Jan 16, status Issued	<div style="border: 2px solid green; padding: 5px;">PLEASE INCREASE TO 3 TIMES DAILY AS LETTER 10.06.16</div>

Medication request notes

You can use this field to create a custom medication request using free text.

Notes entered into this field may be visible to all staff at the practice

Please collect your prescriptions from Lloydspharmacy, 43 Long Street, Wotton-under-Edge, Gloucestershire, GL12 7BX.

Request Medication

Back

- Now comes the bit some people are missing.
 - Assuming the table correctly shows the medicine/s you want,
 - Click the '**Request Medication**' button.
 - Done!
-

Ordering repeat medication as a Carer or as a parent of a 14 + year old child.

To use the on-line repeat prescription ordering service run by **systmonline**, either as a carer or parent of 14+ year old, you will first need to obtain the consent of the patient. There is a form to complete.

Further Information

- GP Earnings
- Choice+ Centre
- Flu Vaccinations 2016
- Care Quality Commission
- Self-Management of Pain
- Useful health links
- Carers Area
- Alcohol Questionnaire

Note: if you have a child who has turned or is about to turn 14 years of age you will need to have obtained your child's consent.

To find the required form:

- Go to the Chipping Surgery website, as usual. <http://www.thechippingsurgery.co.uk>
- On the right hand side of the home page is a heading '**Further Information**'
 - The sixth sub-heading in the drop-down menu is '**Carer's Area**'. **Click on it.**
 - In the '**Carers Area**' there is an active link to '**download the consent form here**'. Click this link.

Carers Area

Have you registered as a Carer?

The Chipping Surgery is Supporting Carers

If you look after someone you may be entitled to a range of support. As a GP Practice we have a role in supporting carers' health at agencies and local voluntary sector organisations to identify an appropriate practice.

[To read more download the Carer UK leaflet here](#)

A patient needs to give consent to allow their carer to have access to their medical records. [Download the consent form here](#)

Positive Caring Programme - Learning Development

- This displays a consent form as shown . Complete this form together with the patient / child for whom you care, and hand the form in to the surgery.
- The form will be reviewed by one of the GPs and their signature added.

The Chipping Surgery

A carer is someone of any age who provides unpaid support to family or friends who could not manage without this help. This could be looking after their partner, child, family member or friend who is ill, frail, disabled or has mental health, or substance misuse problems.

Agreement by a patient to allow their carer to have access to their Personal Details and / or Copies of Correspondence.

Patient's Name:			
Patient's Address:		Postcode	
Telephone number:			

To: The Chipping Surgery,

I give permission for my carer, (insert name) _____, to have access to my personal details and medical records held by the Practice.

Please indicate the permission below:

<i>This permission relates to all my records.</i>	Yes / No
---	----------

<i>The permission relates to part of my records.</i>	Yes / No
--	----------

Please specify the parts of the record to which access is allowed and any areas which are specifically excluded.

<i>This permission relates to a specific condition.</i>	Yes / No
---	----------

Please specify the condition.

<i>The permission relates to my carer receiving copies of all correspondence relating to my treatment.</i>	Yes / No
--	----------

I confirm that my GP has explained this to me and has sole discretion to withhold any or all copies.

I understand that this permission will remain in force until cancelled by me in writing and that the doctor may override this authority at any time.

I confirm that this has been explained to me by my GP and that the GP has sole discretion to withhold all or any copies of correspondence.

Signed Patient: _____ Date: _____

Accepted by Doctor: _____ Date: _____

Doctor's Name: _____

- The person for whom you care, or your child, will be added to your **systmonline** log in.
- Once you subsequently log in to **systmonline**, you have the option to 'Choose Patient'.
- Click on the name whose account you want to access.

Choose Patient

You can access online services on behalf of the following patients. Select the patient whose account you want to access.

The Chipping Surgery	
Miss [REDACTED]	Mrs [REDACTED]