

Online Services

How do I order repeat prescriptions?

1. Go to the practice website www.thespasurgery.co.uk
2. Click the **Prescriptions** icon
3. Click **Order Your Repeat Prescription Online** which will bring you to the
4. Enter your username and password and click **Login**
5. Click **Medication**
6. Click **Medication** again which will bring up the list of your repeat medications
7. Make sure **Request existing medication** is selected, then tick the medications you wish to order from the list



bring you to the

8. Ignore **Make custom request** – this is only for ordering medication that had previously been prescribed acutely and isn't on your repeats list. Ticking this box will untick any repeat medications you had selected above.
9. Click **Continue** which will bring up a list of medication that you have selected
10. On the right hand side of each medication there is a box for extra notes to be written
11. Click **Request medication** which will generate a medication request electronically at the surgery
12. Please allow 2 working days before coming to the surgery or your allocated pharmacy to collect your medication

Request existing medication

Recent Medication

There are no recent medications to display.

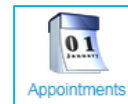
Regular Medication

	Drug
<input checked="" type="checkbox"/>	Aspirin 75mg dispersible tablets 28 tablet - take one daily Last Issued: 10 Jun 2016
<input type="checkbox"/>	Aspirin 75mg dispersible tablets 28 tablet - take one daily Last Issued: 10 May 2016

Make custom request

How do I book an appointment?

1. Go to the practice website www.thespasurgery.co.uk
2. Click the **Appointments** icon
3. Click **Access the online appointment system** which will bring you to the SystmOnline log on page
4. Enter your username and password and click **Login**
5. Click **Book Appointment**
6. This will bring up a page showing GP's sessions over a two week period. The period of time you wish to look at can be selected from the drop down box – select the time period and click **Show**
7. To view and book individual appointments in a session, click **View** which will bring up the available appointments (*Please note Slot Types of **Embargo** or **Slot** are bookable*).
8. To select an appointment click **Book**
9. In the text box you may write the reason for your appointment or leave this blank
10. To confirm your appointment, click **Book Appointment**
11. The page will say 'Appointment booking confirmed'



Show sessions for period 14/07/2016 - 28/07/2016 29/07/2016 - 12/08/2016

Slot Type	Start Time	End Time	Duration (minutes)	Book Appointment
Slot	08:40	08:50	10	<input type="button" value="Book"/>
Slot	08:50	09:00	10	<input type="button" value="Book"/>
Slot	09:00	09:10	10	<input type="button" value="Book"/>

How do I cancel an appointment?

1. Go to the practice website www.thespasurgery.co.uk
2. Click the **Appointments** icon
3. Click **Access the online appointment system** which will bring you to the SystemOnline log on page
4. Enter your username and password and click **Login**
5. Click **Future Appointments** which will bring up any pending appointments you may have
6. To cancel an appointment, click **Cancel**
7. Click **Cancel this appointment** to confirm
8. The page will say 'This appointment has been cancelled'

