

EMIS User guide for Staff member to activate and access proxy ordering for patients

1) Register and Set up Patient Access user account online - <https://www.patientaccess.com/>

Note: Do this once you have received an email as below from 'Your Health Care Provider'

Online Services for Alison Taylor

You have requested access to online services.

Accessing online services

To access online services:

1. Create an account with one of the following service providers:

Service provider	Website
Patient Access	https://www.patientaccess.com

2. Provide the following online services account details when prompted:

Linkage Key	Pk3hUGSrKAMu5
ODS Code	F81118
Account ID	222248004518

Note: The account details are unique to you and were provided by John Tasker House Surgery

If there are 2 practices for the care home this set up must be completed for both practices.

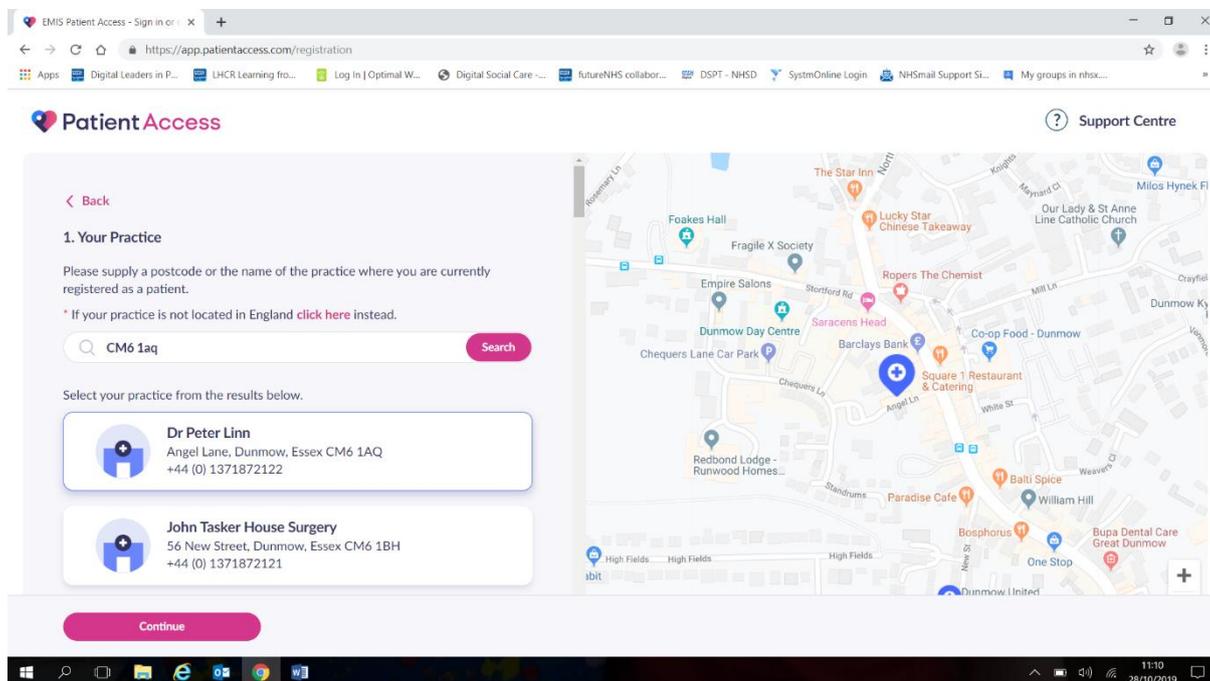
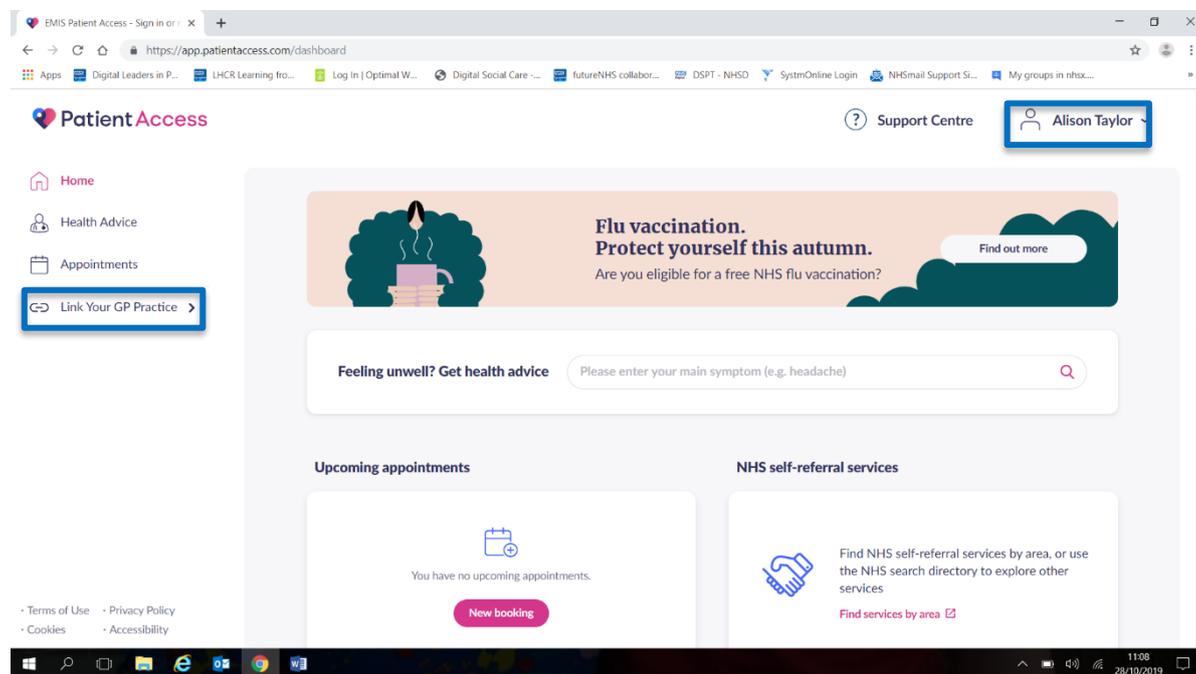
2) Link more than one practice

Once you have chosen a new password and linked your GP follow the steps below to link another practice if needed,

Log into <https://www.patientaccess.com>

Click on your name

Click on Link Your GP Practice and follow the instructions on screen



You will need the email with the details sent to you by the practice you wish to link

EMIS Patient Access - Sign in or ...
https://app.patientaccess.com/registration/letter

Patient Access Support Centre

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Have you received a registration letter from your practice?

Yes No

Link To Practice

To link to your practice, please enter the following details from your registration letter. If you do not have a registration letter, please contact your practice to obtain one.

Linkage Key

Account ID

EMIS Patient Access - Sign in or ...
https://app.patientaccess.com/registration/wizard

Patient Access Support Centre

Your Practice Edit
Angel Lane Surgery - 5092

Your Personal Details Edit
Please confirm the personal details held by your practice.

Name:

Date of birth: Gender:

Postcode: House name, flat or street number:

Your Practice
Angel Lane Surgery - 5092
Angel Lane, CM6 1AQ

EMIS Patient Access - Sign in or ...
https://app.patientaccess.com/registration/wizard

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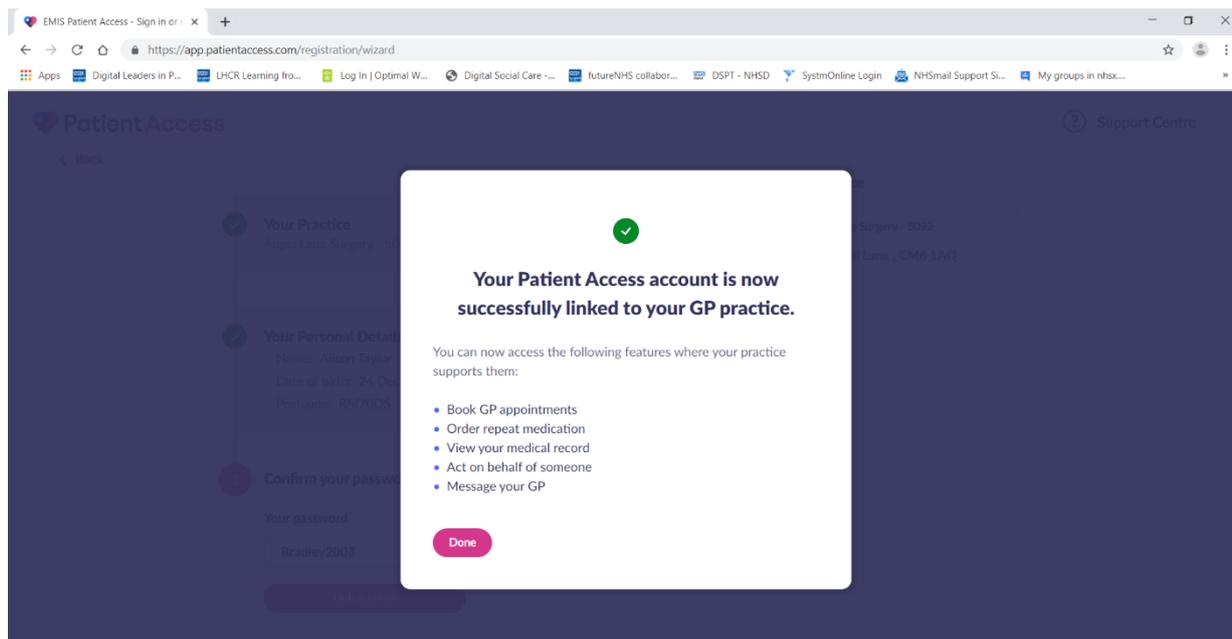
Your Practice Edit
Angel Lane Surgery - 5092

Your Personal Details Edit
Name: Alison Taylor
Date of birth: 24 Dec 2000 Gender: Female
Postcode: RM7 House number/name: 7

3 Confirm your password

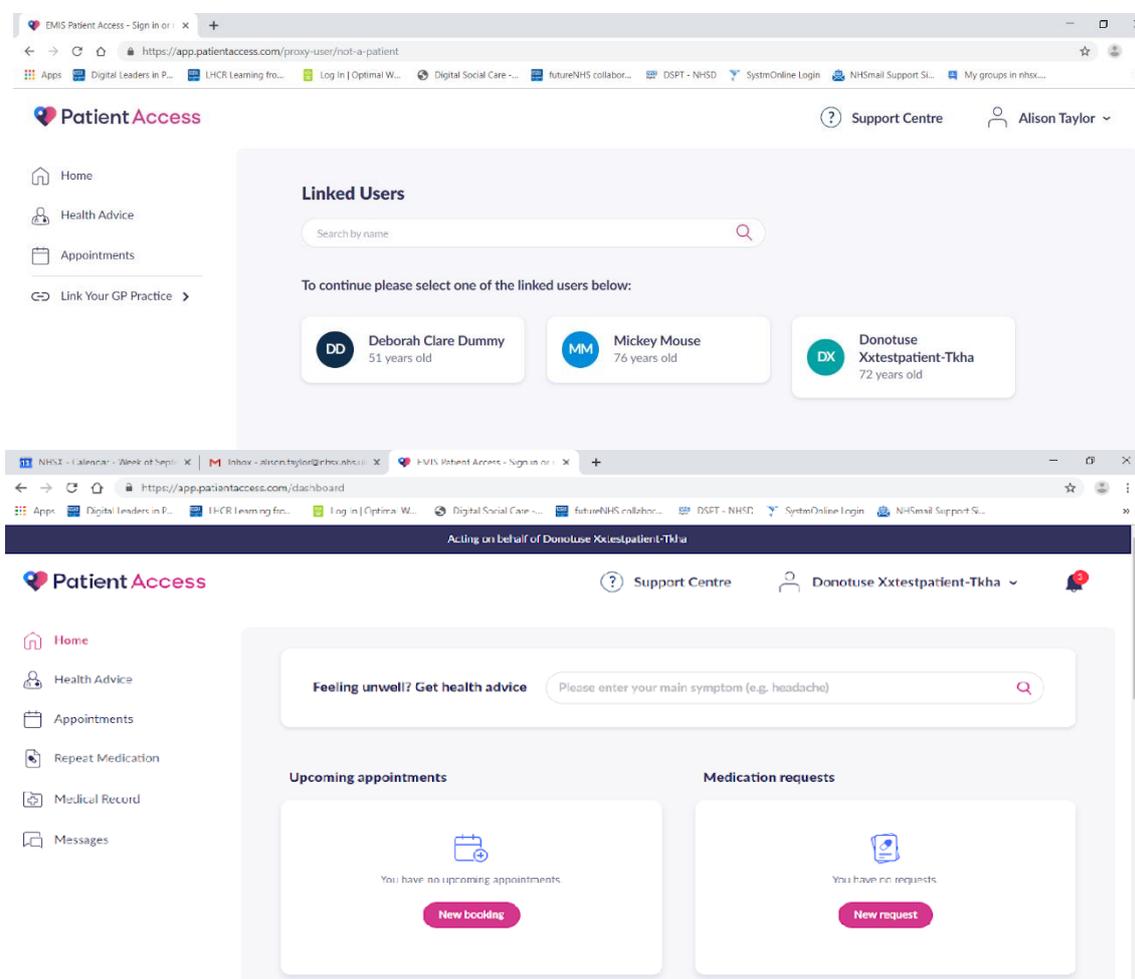
Your password

Your Practice
Angel Lane Surgery - 5092
Angel Lane, CM6 1AQ

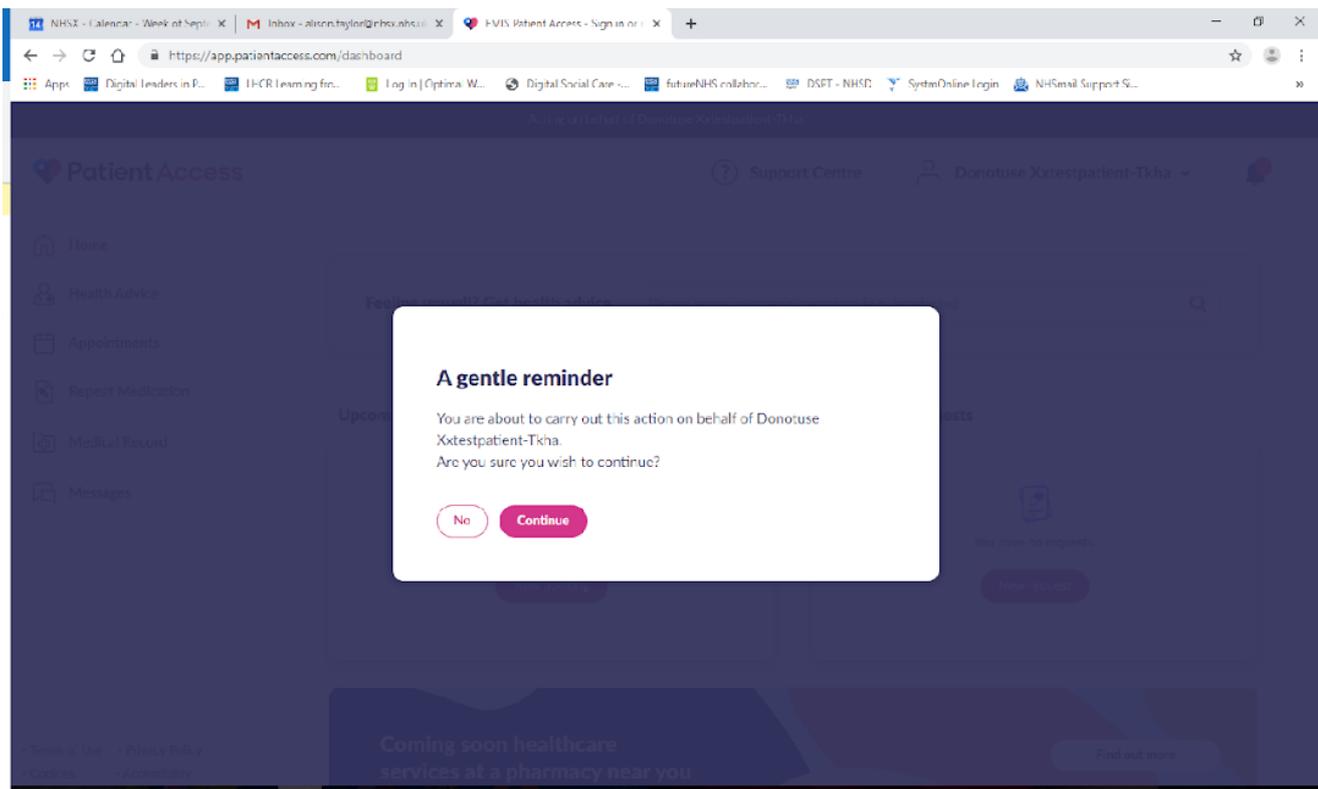


3) To order medications and view all linked users click on your named and click linked users – a list of names that you have been linked with will be populated

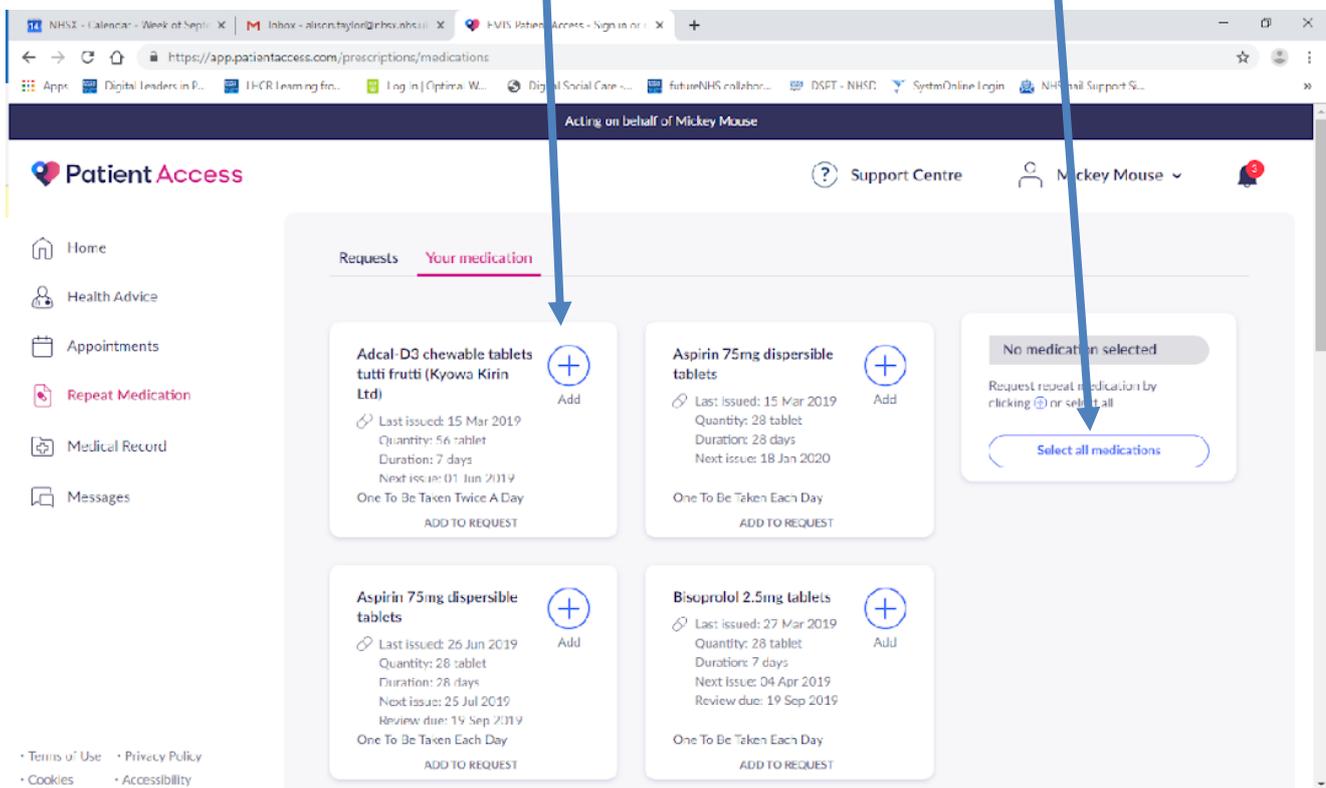
Select Patient - This is showing patients from 2 practices, when you select that patient the system knows which GP it is linked too.



Medications requests – select new request - Press continue



Select medications individually by + button or on right hand side Select all Medications button



Confirm request medications button bottom right hand corner

The screenshot shows the 'Your medication' page in Patient Access. It features a grid of medication cards, each with a blue checkmark and 'Added' status. The cards include:

- Adcal-D3 chewable tablets tutti frutti (Kyowa Kirin Ltd)**: Last issued: 15 Mar 2019, Quantity: 56 tablet, Duration: 7 days, Next issue: 01 Jun 2019, One To Be Taken Twice A Day.
- Aspirin 75mg dispersible tablets**: Last issued: 15 Mar 2019, Quantity: 28 tablet, Duration: 28 days, Next issue: 18 Jul 2020, One To Be Taken Each Day.
- Aspirin 75mg dispersible tablets**: Last issued: 26 Jun 2019, Quantity: 28 tablet, Duration: 28 days, Next issue: 25 Jul 2019, Review due: 19 Sep 2019, One To Be Taken Each Day.
- Bisoprolol 2.5mg tablets**: Last issued: 27 Mar 2019, Quantity: 28 tablet, Duration: 7 days, Next issue: 04 Apr 2019, Review due: 19 Sep 2019, One To Be Taken Each Day.

On the right, the 'All medications selected' list includes: Adcal-D3 chewable tablets tutti frutti (Kyowa Kirin Ltd), Aspirin 75mg dispersible tablets, Bisoprolol 2.5mg tablets, Losartan 100mg tablets, Morphine sulfate 10mg/5ml oral solution, and Ramipril 1.25mg capsules. A 'Clear selection' link is below the list. At the bottom right, a pink button reads 'Request 13 medications'. A blue arrow points from the top left towards this button.

Request Pending

The screenshot shows the 'Confirm your request' page. At the top, there is a back arrow and the text '< Back to medications selection'. Below this is the heading 'Confirm your request' and an 'Edit request' button. A list titled '13 medications selected' contains the following items:

- Adcal-D3 chewable tablets tutti frutti (Kyowa Kirin Ltd)**: One To Be Taken Twice A Day
- Aspirin 75mg dispersible tablets**: One To Be Taken Each Day
- Aspirin 75mg dispersible tablets**: One To Be Taken Each Day
- Bisoprolol 2.5mg tablets**: One To Be Taken Each Day
- Losartan 100mg tablets**: TAKE ONE DAILY
- Morphine sulfate 10mg/5ml oral solution**: 2.5-5mg sc 2-4hrly prn

Confirm request

Acting on behalf of Mickey Mouse

Patient Access Support Centre Mickey Mouse

AS DIRECTED
Varenicline 1mg tablets and Varenicline 500microgram tablets
AS DIRECTED
Mallin Night eye ointment preservative free (Visufarma UK Ltd)
both eyes at night

Message for your practice

Type your message here. Please limit your message to letters, numbers and simple punctuation.

0/150

Collection point (Optional)

Enter your collection point...

Cancel Confirm request

Terms of Use Privacy Policy
Cookies Accessibility

Click done

Success

Your prescription request has been sent.

Once your request has been approved please collect your prescription from your practice or pharmacy as previously arranged.

Please note that some prescriptions cannot be sent electronically to pharmacies. If your pharmacist has not dispensed all your requested medication, please check with your practice.

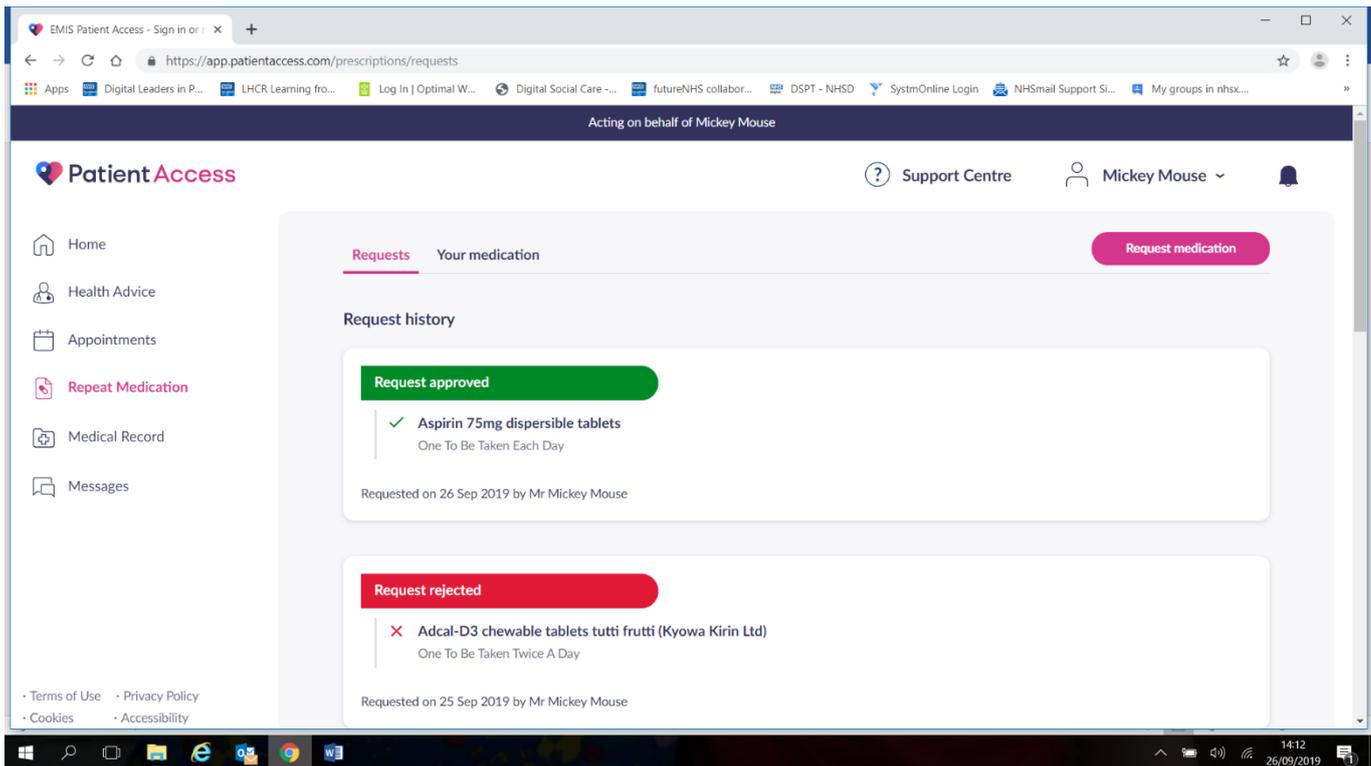
Done View Request

Request pending

The screenshot shows the 'Patient Access' website interface. The user is logged in as 'Mickey Mouse'. The main navigation menu includes Home, Health Advice, Appointments, Repeat Medication, Medical Record, and Messages. The 'Requests' section is active, showing a 'Pending requests' card. This card lists several medication requests: Adcal-D3 chewable tablets tutti frutti (Kyowa Kirin Ltd), Aspirin 75mg dispersible tablets, and Bisoprolol 2.5mg tablets. A 'Request medication' button is visible in the top right corner of the requests area.

The screenshot shows the 'Patient Access' website dashboard. The user is logged in as 'Mickey Mouse'. The dashboard features a search bar for health advice, 'Upcoming appointments' (showing none), and 'Medication requests'. The 'Medication requests' section displays a 'Request rejected' notification with a list of rejected items: Adcal-D3 chewable tablets tutti frutti (Kyowa Kirin Ltd), Aspirin 75mg dispersible tablets, and another Aspirin 75mg dispersible tablets. A 'New request' button is located above the medication requests section, and a 'View all' link is at the bottom.

Medication rejected screen and will show a note as to why if this occurs and often need to contact the surgery



Medication approved and will be sent to the GP for signature and then medication dispensed.

- 4) Repeat above process
- 5) Click on your name
- 6) Click on linked users

Note – if the practice adds patients then you must refresh by logging in and out of the system completely for the new patients to show.