

ALBYN MEDICAL PRACTICE REQUEST FOR ACCESS TO ONLINE APPOINTMENT BOOKING.

Albyn Medical Practice offers online bookings via a system called "EMIS Access". This service can only be used to book **routine 10-minute** appointments with the doctor.

Well-woman, post-natal, 8-week baby checks, telephone consultations and nurse appointments are not available to book online. Please continue to contact us on 01224 586829 to book these appointments.

1. Please complete all the sections below **clearly and in capitals (you must give an email address)** and sign to confirm you have read the conditions of use listed overleaf.
2. If representing someone under 16 years of age, please enter their details. Please sign the form yourself and indicate your relationship to them.

Once we have approved your application you will receive a letter giving you a P.I.N. (Personal Identification Number) and instructions on how to register online.

I am the patient

I am representing the patient who is UNDER 16 years of age (Under 16s will be removed when they attain the age of 16 and will have to re-register themselves)

PLEASE USE BLOCK CAPITALS

Patient Name			
Date of Birth		Tel No.	
Address			
		Postcode	
Email			
Relationship to Patient if signing for under 16 year old			
Name of representative if signing for under 16 year old			

Conditions of Use

In order to maintain the quality of service we provide we have strict rules regarding online appointment booking. Failure to adhere to these rules will result in Access services being suspended and you will no longer be able to use our online booking service.

- If you no longer require your appointment please cancel it (online or by telephoning us) as soon as possible as this will release the appointment slot for use by other patients.
- Repeated failure to attend appointments booked online may result in cancellation of your EMIS Access registration.

Signature
Patient / Representative (please delete as appropriate)

Date

PLEASE RETURN COMPLETED FORMS IN PERSON ALONG WITH PHOTO ID TO: Albyn Medical Practice, 30 Albyn Place, Aberdeen, AB10 1NW

Albyn Medical Practice – EMIS ACCESS
Tel 01224 586829

Application form for Online EMIS Access

To register to use the service, please complete the application form overleaf and bring it in to the Surgery with photo ID. You can activate your own account once we have notified you of your P.I.N. number.

Security

Please be assured that we have a strict confidentiality policy and all details entered by you are securely held.

Our Practice Guidance for EMIS Access

Before you begin to use EMIS Access we would appreciate it if you could read the following guidance regarding the booking of appointments over the Internet.

Missed Appointments

Please let us know if you are unable to attend an appointment that you have booked online. You can cancel the appointment online or notify us by telephone. This allows us to offer the appointment to another patient. Repeated failure to attend appointments booked online may result in cancellation of your EMIS Access registration.

Appointments

Due to the variety of nurses' appointments we are unable to offer these online at this time. Please ensure that you book doctors' appointments appropriately. If you are unsure as to whether it is appropriate for you to see a nurse or a doctor please contact us by telephone.

Inappropriate use

We monitor the use of this service and we are confident that you will find it useful. We welcome your feedback at any time. However, registration to use the service may be removed if it is used inappropriately.

Your Responsibility

We will take every measure to ensure that your EMIS Access application is secure. It is your responsibility to ensure that your EMIS Access account remains this way. You are able to terminate or reset your EMIS Account at any time by contacting the surgery in writing. You may wish to do this if you think someone else knows your logging in details or if you have shared details with a family member or partner and no longer wish them to know these.

EMIS Access Support

Please note that although we manage the appointments displayed, we do not manage the EMIS Access Website and therefore cannot provide help with any problems pertaining to its use. Help screens are available on the Emis Website.

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