

**The Victoria Practice – Glover Street Medical Centre  
and Denside Surgery - Methven**

**Application to register for on-line services**

<b>Practice Name</b>	<input type="checkbox"/> Victoria Practice – Glover Street <input type="checkbox"/> Denside Surgery - Methven
<b>Patient CHI Number</b> <i>(if you do not know what this is then ask at the practice when submitting this form)</i>	
<b>Date of birth</b> <i>(dd/mm/yy)</i>	
<b>Email address</b> <i>(This must be completed to enable you to use the online services)</i>	
<b>Name</b>	
<b>Address</b>	
<b>Postal Code</b>	
<b>Telephone number</b>	
<b>Signature of applicant*</b>	

*\* By selecting this option to register and order your repeat prescriptions on-line, you are giving authority to the practice to store this personal information.*

*Please be aware that this is a secure database, (indicated by the 'padlock' sign), which is not used for any purpose other than the re-ordering of repeat prescriptions.*

*No details will be released to any third party at any time.*

## Registration procedure

1. Complete the Application for Online Services Registration form.
2. Hand the completed and signed registration form to your Practice reception (for security reasons this must be done by the person requesting registration)
3. Your registration details will be captured into a secure database by a member of the Practice staff.
4. A confirmation email will be sent to the email address stated in the registration form. The confirmation will contain a temporary password.
5. On receipt of your confirmation email, please login to your practice web site "online services". This can be found on the left side of the web site page, about half way down.
6. Log in to the **secure** online services by entering your CHI code and the temporary password received in your confirmation email.
7. If you have entered your CHI code and password correctly you will be presented with a screen entitled "Logged in successfully".
8. Click on the "Change Password" button and change your password to something more meaningful to yourself. Please ensure that you select a password that you can easily recollect. You should not make this password available to anyone else.
9. The system will not allow you to proceed if you do not change your temporary password. This is a once-only occurrence, and it will not be required for you to change your password again. You may change your password at any time if you think it has been compromised.
10. After submitting the password change you will return to the page entitled "logged in successfully" and you can now select the "Request Prescription" button to go to the "Request Prescription" screen.

### *<< End of registration process >>*

11. The system will allow you to select from one to eight items on the "request prescription" screen. If you require more than eight items then please complete the first eight, press the "submit request" button, and then log in again to submit more items.
12. It is essential that you take great care in entering information correctly. Item, Strength and Dosage must be entered.
13. When completing your request then press the "Submit Request" button and your prescription request will be stored in a database for retrieval by a practice staff member.
14. Collection of prescriptions will be the same procedure as normal.