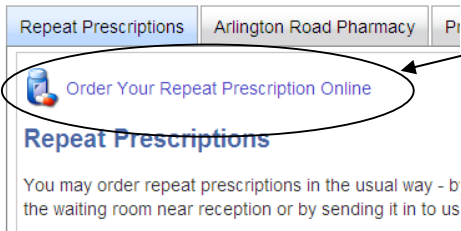


A Step by Step Guide to Registering with the Prescription Re-ordering Service at Arlington Road Medical Practice

1. Log onto our website at www.arlingtonroadsurgery.nhs.uk
2. On the home page click on 'Prescriptions' on the main menu
3. On the Prescriptions page click on 'Order Your Repeat Prescription Online'



4. If you are registering to use the Prescription Re-ordering Service for the first time click on 'Click Here to register now'

The screenshot shows the 'Registered Services Logon' page. The 'Register' section is highlighted with a light purple background. A red circle highlights the link 'Click Here to Register Now' in red text. An arrow points from this link towards the next step in the guide.

5. You now need to complete the First Name, Surname and email fields with your own personal information and then click 'Continue'

The screenshot shows the 'Registration - Step One' page. The registration form is highlighted with a light purple background. A red circle highlights the 'Continue' button. An arrow points from this button towards the next step in the guide.

6. On the next screen you need to create a password. Your password must be between 6 and 12 characters in length and contain both letters numbers but no other symbols. Enter your password twice, once in the 'password' box and again in the 'confirm' box.

Then read the Terms and Conditions and tick the box to confirm that you agree and click on 'Register'

Registration - Step Two

1. Enter your password in the box below - for security reasons, passwords must contain letters AND numbers
2. Enter your password again in the confirmation box to ensure it was typed correctly
3. Read our terms and conditions and check the box to confirm that you have done so and agree with them
4. Click the 'Register' button

First Name(s):

Last Name:

Email:

Password:

Confirm:

I agree to the [Terms and Conditions](#)

Log On

Registered Users

If you are already registered, log on below.

Cookies are required for the registered services to work correctly. By logging on you are agreeing to allow cookies from this website to be stored on your computer. [Find out more...](#)

Email:

Password: Show characters

[Have you forgotten your password?](#)

7. You will now need to log-in to your emails and to find an email from 'Prescription' entitled 'Registration Activation'. Open this email and click on the link within the email which looks like this...

[Activate My Registration](#)

8. Clicking on this link will taken you to the following screen

Arlington Road Medical Practice

Registered Services Logon

Your registration has now been confirmed. Please log on

Register

New Users

If you have not yet registered, it is a quick and easy process and need only be done once.

[Click Here to Register Now](#)

Need to Activate Your Registration?

If you have problems with the activation link in the registration email you can manually activate your registration using the activation key included in your registration email.

Log On

Registered Users

If you are already registered, log on below.

Cookies are required for the registered services to work correctly. By logging on you are agreeing to allow cookies from this website to be stored on your computer. [Find out more...](#)

Email:

Password: Show characters

[Have you forgotten your password?](#)

9. You can now log on to order your repeat prescription as a Registered User, using the right hand side of the screen.

Please enter the email address and password that you created in the registration process and click 'Log on'.


10. You are now in the Repeat Medication Manager screen where you need to complete all the fields marked with a red asterisk *. Then click on 'Step 2. Required Medication'

Arlington Road Medical Practice

Repeat Medication Manager [Patient Home](#) [Log off](#) ?

Order a Repeat for New Patient

Step 1. Patient Details | **Step 2. Required Medication** | Step 3. Sending your Request

The details of the last request made for each person are retained for next time. Choose 'New Patient' from the list below to order for a different person. 

Patient: **New Patient**

First Name: *

Last Name: *

Gender: Female Male

Address: *

Postcode: *

Date of Birth: dd/mm/yyyy *

Telephone: Daytime phone number *

Mobile: Mobile phone number

Usual Doctor: Select your usual Doctor

Fields marked with a red asterisk are compulsory. *

Ordering a Repeat

There are three steps involved in ordering a repeat prescription. These steps are carried out on each of three tabs in the 'Order a Repeat' section. To move from one step to another do one of the following:

- use the keyboard shortcuts 'Alt N' (next), 'Alt P' (previous)
- click the next or previous step buttons
- just click on the appropriate tab.

Personal Information

Personal information retained on this system is stored in a secure data centre located in the UK and is treated as confidential. Where appropriate this data is deleted two months after its creation.

By using this form you will be sending information about yourself across the Internet. Whilst every effort is made to keep this information secure, you should be aware that we cannot offer any guarantees of absolute privacy. If this matter concerns you then you should use another method of requesting a repeat prescription.

11. Now enter the medication you require and tick the box to say you require it this time. Now click on 'Step 3. Sending your Request'.


Arlington Road Medical Practice

Repeat Medication Manager [Patient Home](#) [Log off](#) ?

Order a Repeat for New Patient

Step 1. Patient Details | Step 2. Required Medication | **Step 3. Sending your Request**

Enter each drug and strength from your repeat prescription slip in the boxes below. Remember to tick the 'Required' box if you require the item this time. As you type, a helper list of medications will appear beneath the line. If your medication is not on the list just type it in anyway. Items will only be dispensed if they are included on your repeat prescription and a medication review is not pending

 On to Step 3 (Alt N)

Drug	Qty and/or Strength (e.g. 1mg daily)	Required
1. <input type="text"/> PARACETAMOL 500mg tablets	<input type="text"/> 2 tablets 4 times a day	<input checked="" type="checkbox"/>
2. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
5. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
6. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
7. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
8. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Fields marked with a red asterisk are compulsory. *

Ordering a Repeat

There are three steps involved in ordering a repeat prescription. These steps are carried out on each of three tabs in the 'Order a Repeat' section. To move from one step to another do one of the following:

- use the keyboard shortcuts 'Alt N' (next), 'Alt P' (previous)
- click the next or previous step buttons
- just click on the appropriate tab.

Personal Information

Personal information retained on this system is stored in a secure data centre located in the UK and is treated as confidential. Where appropriate this data is deleted two months after its creation.

By using this form you will be sending information about yourself across the Internet. Whilst every effort is made to keep this information secure, you should be aware that we cannot offer any guarantees of absolute privacy. If this matter concerns you then you should use another method of requesting a repeat prescription.

12. Here you can add any information you need to let us know about your prescription in the free-text box and select whether you wish to collect your prescription from the Surgery or from one of the chemists who collect from us.

You can also opt to request...

- an email to remind you when to order your next prescription
- sign up for our newsletter
- and for a confirmation email that your prescription request has been received by the Surgery

When you have completed this click 'Send Request' and you are done.

The screenshot shows the 'Repeat Medication Manager' interface for a new patient. The page title is 'Arlington Road Medical Practice'. Below the title, there are links for 'Patient Home' and 'Log off'. The main heading is 'Repeat Medication Manager'. Underneath, it says 'Order a Repeat for New Patient'. There are three tabs: 'Step 1. Patient Details', 'Step 2. Required Medication', and 'Step 3. Sending your Request'. The 'Step 3' tab is active. A green box contains instructions: 'Add any further details, choose a pick-up point or home delivery option if available, order a reminder email if you wish and send your request. You may also simply save everything you have entered here for next time, without actually sending the request.' Below this is a text area for 'Other Details' with a warning: 'Please do not include medical problems here - these should be discussed with your doctor'. There are three dropdown menus: 'I will collect my prescription from:' (set to 'The Surgery'), 'Send me an email reminder in:' (set to 'Never'), and 'Sign me up for the newsletter:' (unchecked). There are also two checkboxes for 'Send me a confirmation email:' (unchecked). At the bottom, there are three buttons: 'Send Request' (circled in red), 'Save For Later', and 'Cancel'. On the right side, there is a help section titled 'Fields marked with a red asterisk are compulsory.' and 'Ordering a Repeat' with instructions on how to navigate between steps. Below that is 'Personal Information' with a privacy notice.

13. The 'Step 3 Screen' will then refresh with **Your request has been successfully sent and the details retained for next time** across the top.

The screenshot shows the 'Repeat Medication Manager' interface after the request has been successfully sent. The page title is 'Arlington Road Medical Practice'. Below the title, there are links for 'Patient Home' and 'Log off'. The main heading is 'Repeat Medication Manager'. A red banner at the top of the content area says: 'Your request has been successfully sent and the details retained for next time.' Below this, it says 'Order a Repeat for Test Patient (01/01/2001)'. There are three tabs: 'Step 1. Patient Details', 'Step 2. Required Medication', and 'Step 3. Sending your Request'. The 'Step 3' tab is active. A green box contains instructions: 'Add any further details, choose a pick-up point or home delivery option if available, order a reminder email if you wish and send your request. You may also simply save everything you have entered here for next time, without actually sending the request.' Below this is a text area for 'Other Details'. There are three dropdown menus: 'I will collect my prescription from:', 'Send me an email reminder in:', and 'Sign me up for the newsletter:'. There are also two checkboxes for 'Send me a confirmation email:'. At the bottom, there are three buttons: 'Send Request', 'Save For Later', and 'Cancel'. On the right side, there is a help section titled 'Fields marked with a red asterisk are compulsory.' and 'Ordering a Repeat' with instructions on how to navigate between steps. Below that is 'Personal Information' with a privacy notice.

Please note: Any further prescriptions requests you make to the Surgery will be much simpler now that you are registered. You simply need to log on as a 'Registered User' using your email and password. Any medication you have ordered from us before will be stored enabling you to just put a tick in the 'required' box. It is only the Registration process that may take you a bit of time initially, but we hope these instructions will help you.