

If you would like to be able to book your regular doctor appointments online then this is what you need to do-

- **Either** – visit the surgery and complete one of their forms
- **Or** – you can download a form by visiting the surgery website and click on the link on the right hand side of the home page 'Online appointments booking system'. This will take you to a page with some more information and also offers you the chance to find out more by clicking on 'here'. This will download a form for you to complete

Whichever method you use you need to return the form to the surgery. You will then be sent a letter advising you of the website, the practice ID, your unique patient ID and a registration linkage token which is valid for 30 days.

Once you have received this letter please go to

- <https://www.patient-services.co.uk/login>

Click on the Link – Register and complete the following

Practice ID

Please enter the following details as provided on your registration letter.

Account ID Linkage Key

Account Details

Your username must be at least 3 characters in length, start with a letter and contain any combination of letters, numbers, dots and hyphens.

Username

To help secure your account, please ensure your password meets the following rules:

- Minimum 8 characters in length
- Matches 3 of 4 from the following:
 - Contains an uppercase letter (A..Z)
 - Contains a lowercase letter (a..z)
 - Contains a number (0..9)
 - Contains a symbol (such as !, ?, @ etc.)
- Password and confirmation match
- Not contain the word 'password'

Password Confirm Password

Personal Details

The information below will be used to connect you to your account at your practice.

First Name Last Name Email Confirm Email Date of Birth

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

This completes your registration.
You only need to do this once.

How to make an online routine booking appointment

Once registration is complete you can go ahead and book an appointment. You can also access your account and prescription details too.

Booking an appointment

1. Click on the link at the top of the page 'Appointments'
2. Select the options that suit you best
 - a. You can search by specific date
 - b. By this month
 - c. By next month
 - d. You can even select the clinician you would like to see
 - e. Then click on 'Search' and look at the results.

Best advice is to give the range of dates that best fit and not state the specific clinician – that way you should see a range of appointments that are available. Please be aware that they are not likely to be available in the next two weeks but as you are looking for a **routine appointment** then that should be ok.

If your need is more urgent you should always ring the surgery direct

Then click on 'Book' next to the appointment you want.

You can then print out the booking for your reference

Don't forget to log out of your account

If you change your mind before the appointment is due you can always log back in look at 'My appointments' and cancel it.

Please also be aware that the website session will end if you do not complete your booking within 10 minutes