

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.

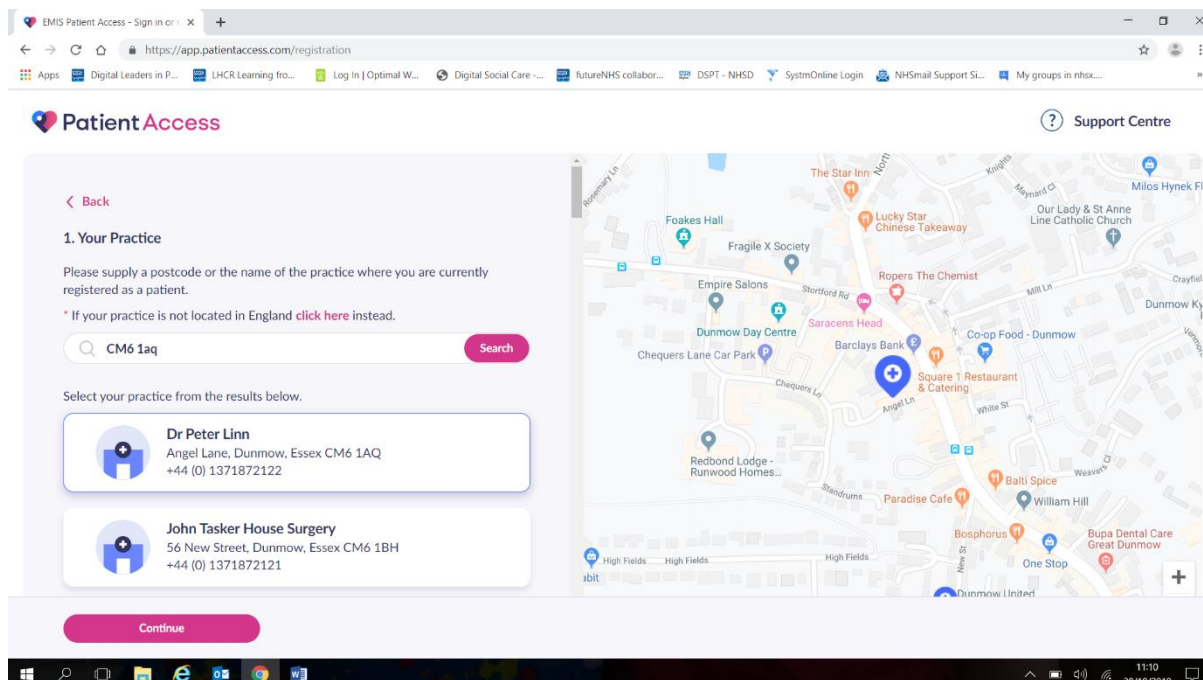
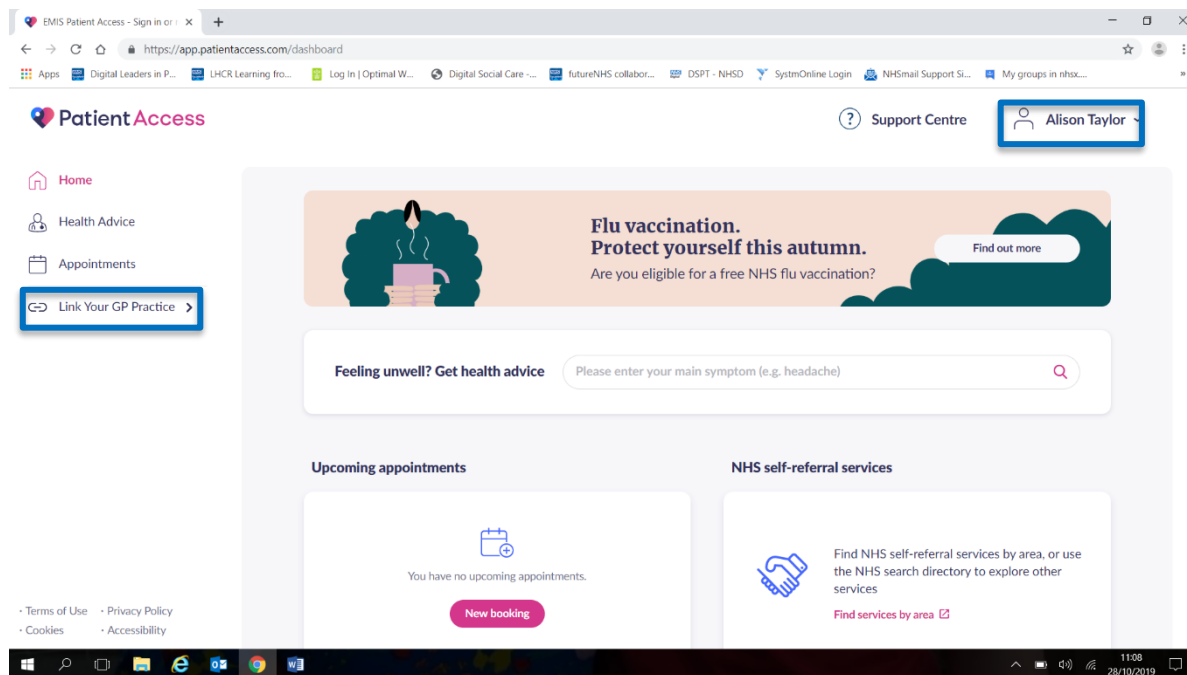
2) Link more than one practice

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 [X](#)

https://app.patientaccess.com/registration/letter

Apps Digital Leaders in P... LHCR Learning fro... Log In | Optimal W... Digital Social Care ... futureNHS collabor... DSPT - NHSD SystemOnline Login NHSmal Support Si... My groups in nhsc...

PatientAccess [Support Centre](#)

[Back](#)

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.

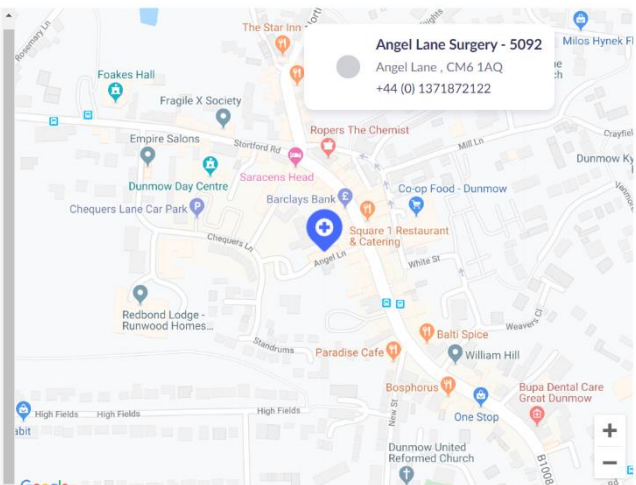
Linkage Key

HkJJHGR

Account ID

228188005

[Confirm](#)



Angel Lane Surgery - 5092
Angel Lane, CM6 1AQ
+44 (0) 1371872122

EMIS Patient Access - Sign in or [X](#)

https://app.patientaccess.com/registration/wizard

Apps Digital Leaders in P... LHCR Learning fro... Log In | Optimal W... Digital Social Care ... futureNHS collabor... DSPT - NHSD SystemOnline Login NHSmal Support Si... My groups in nhsc...

PatientAccess [Support Centre](#)

[Back](#)

Your Practice [Edit](#)

Angel Lane Surgery - 5092
Angel Lane, CM6 1AQ

2 Your Personal Details [Edit](#)

Please confirm the personal details held by your practice.

Name:

Alison Taylor

Date of birth: 24 Dec 1974 Gender: Female

Postcode: RM70DS House name, flat or street number: 7

[Continue](#)

EMIS Patient Access - Sign in or [X](#)

https://app.patientaccess.com/registration/wizard

Apps Digital Leaders in P... LHCR Learning fro... Log In | Optimal W... Digital Social Care ... futureNHS collabor... DSPT - NHSD SystemOnline Login NHSmal Support Si... My groups in nhsc...

PatientAccess [Support Centre](#)

[Back](#)

Your Practice [Edit](#)

Angel Lane Surgery - 5092
Angel Lane, CM6 1AQ

Your Personal Details [Edit](#)

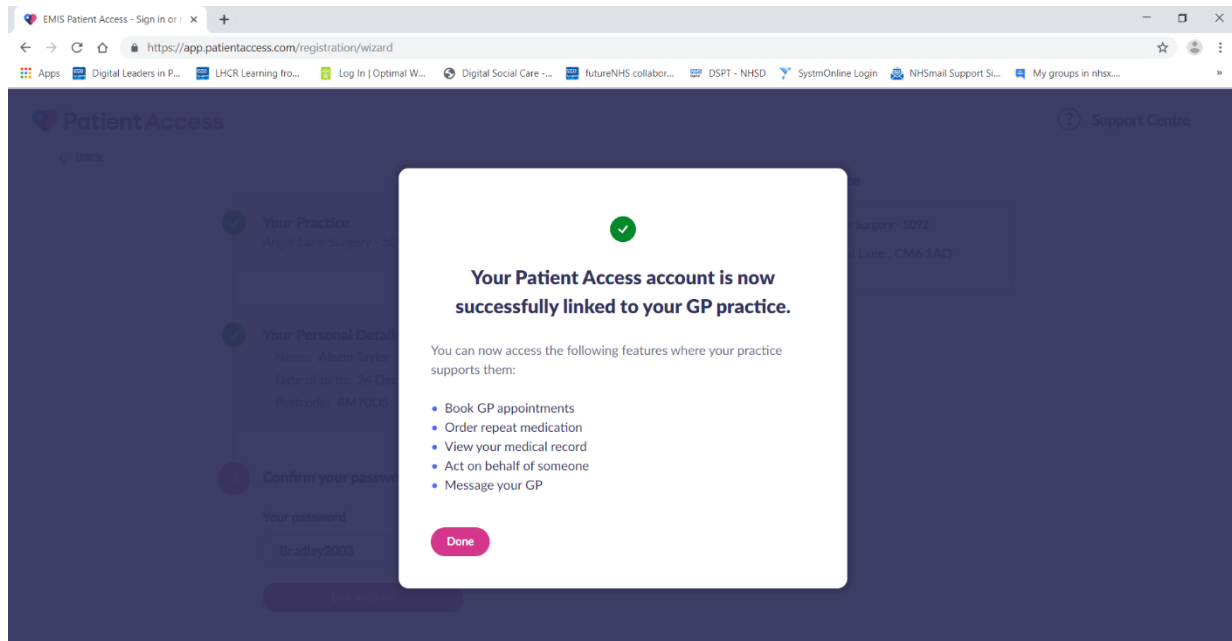
Name: Alison Taylor
Date of birth: 24 Dec 19... Gender: Female
Postcode: RM70DS House number/name: 7

3 Confirm your password

Your password

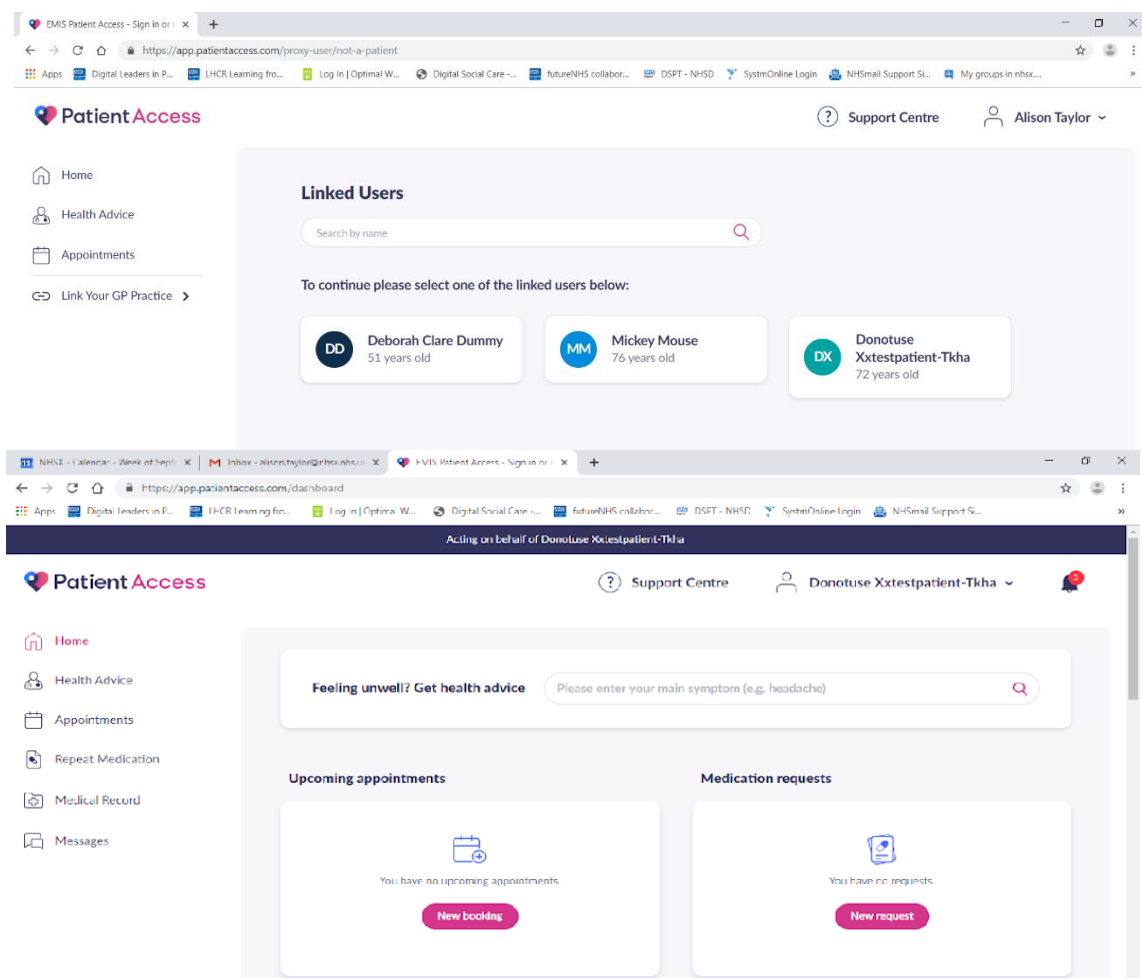
Enter your password [Show](#)

[Link account](#)

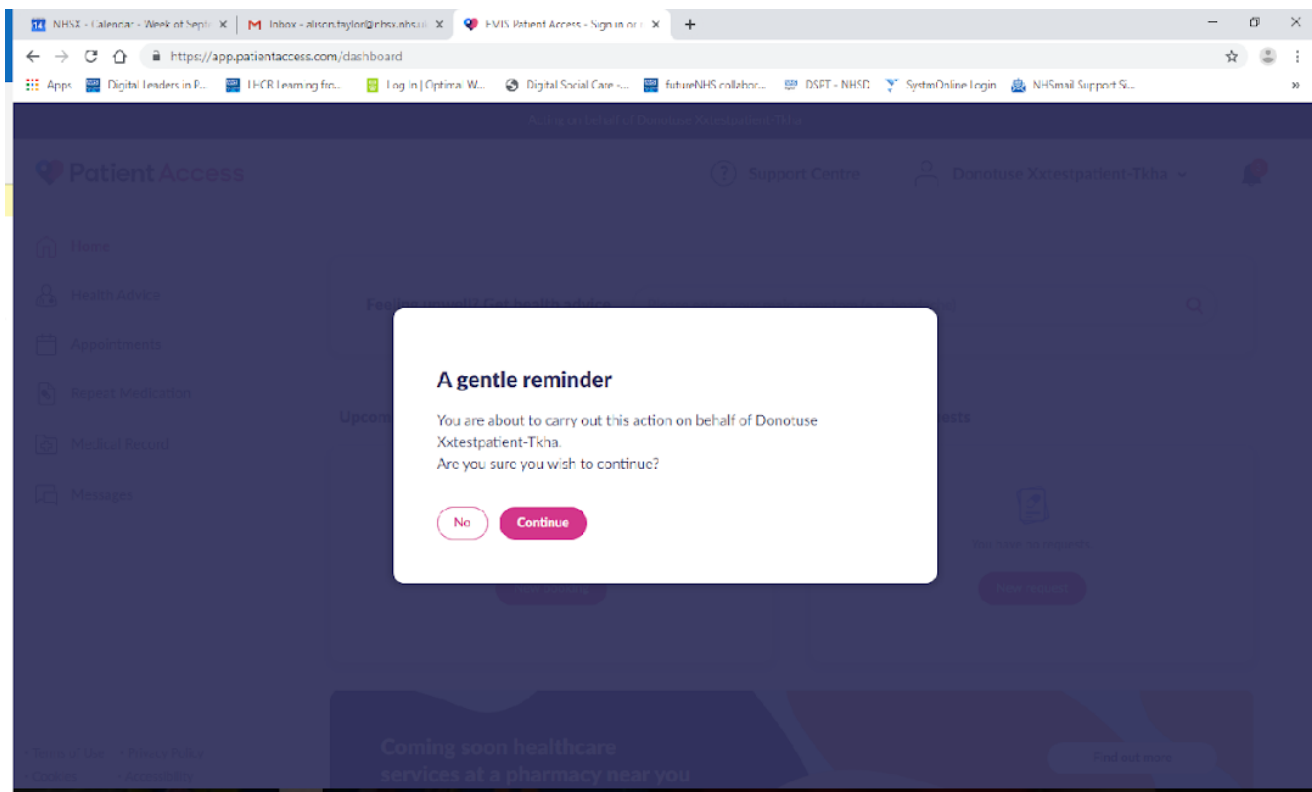


3) To order medications and view all linked users click on your named and click linked users – a list of names that you have been linked with will be populated

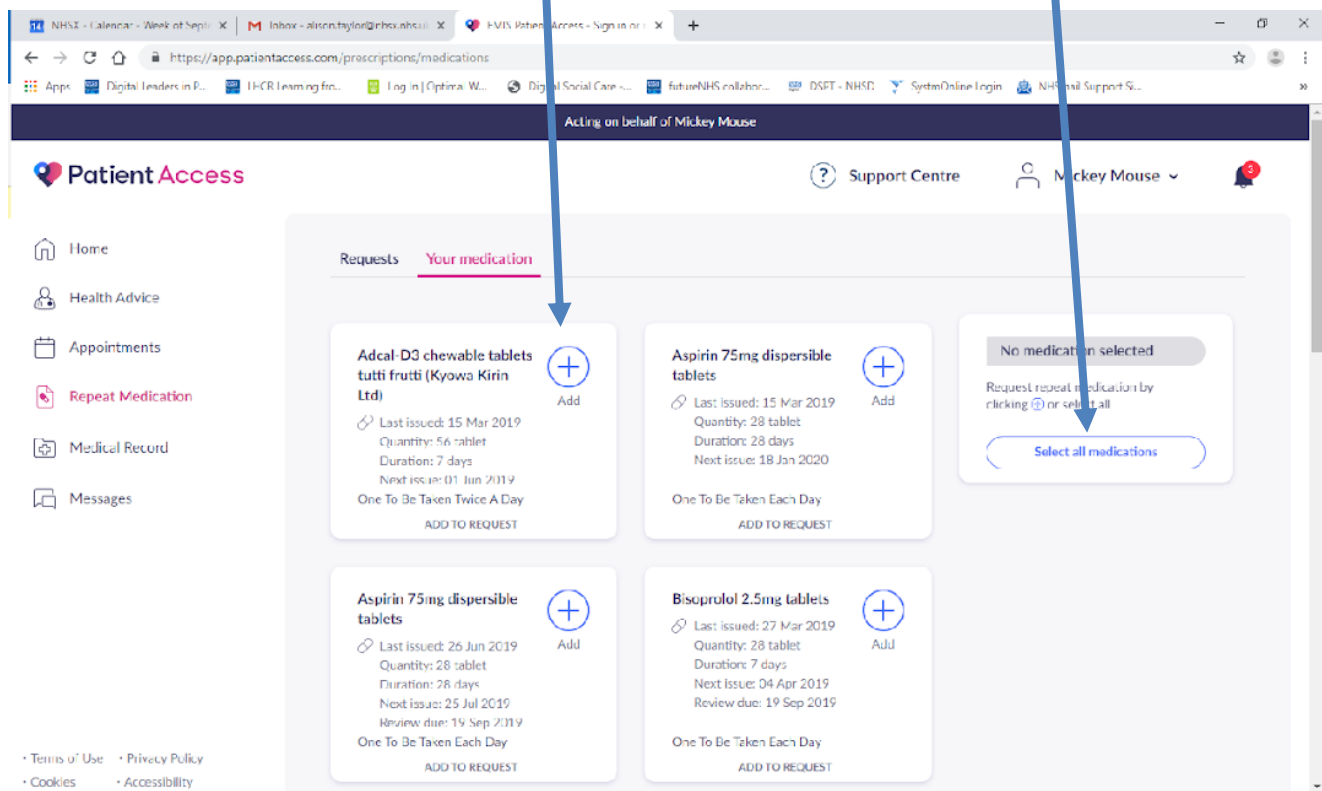
Select Patient - This is showing patients from 2 practices, when you select that patient the system knows which GP it is linked too.



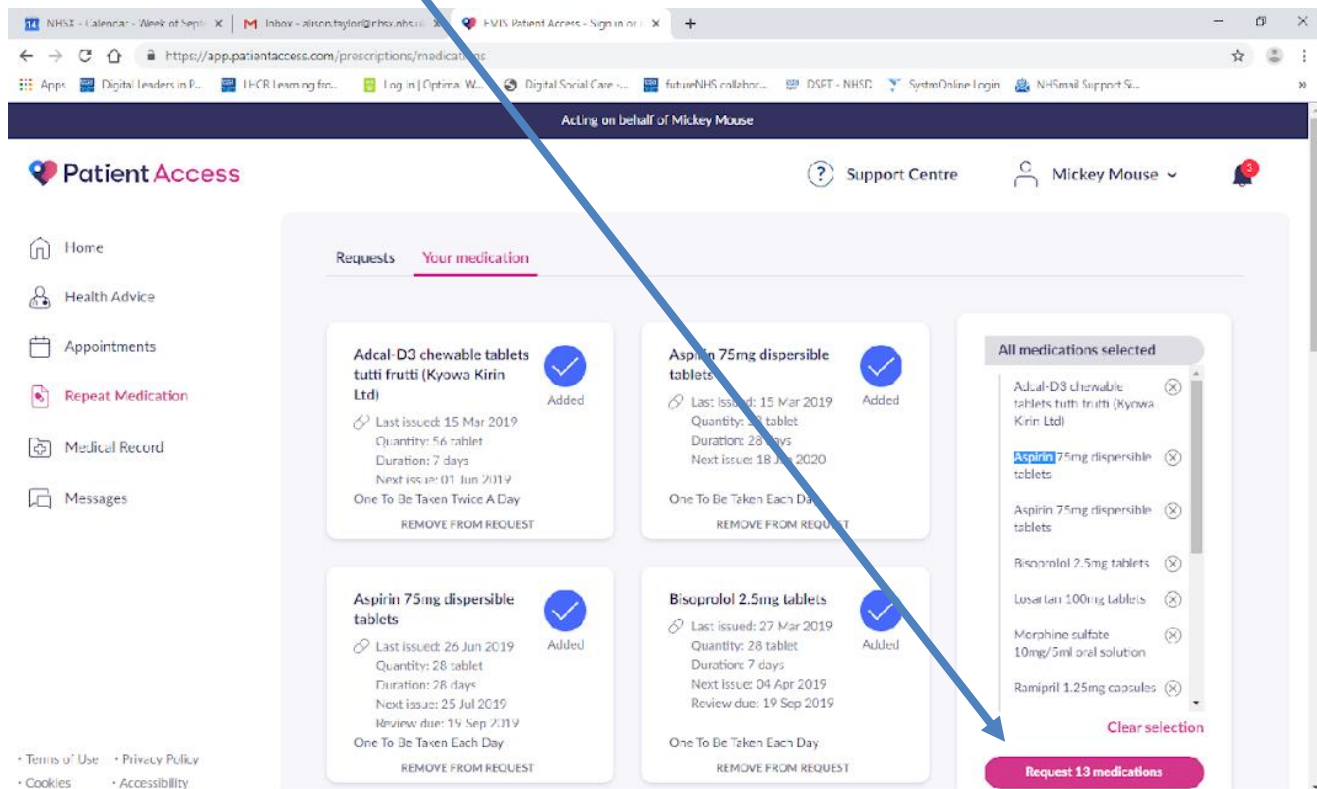
Medications requests – select new request - Press continue



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 NHS Patient Access interface. The user is logged in as Mickey Mouse. The 'Your medication' tab is active, displaying a grid of medication requests. Each request card includes the medication name, last issued date, quantity, duration, next issue date, and a 'REMOVE FROM REQUEST' button. A blue arrow points from the text 'Confirm request medications button bottom right hand corner' to the 'Request 13 medications' button at the bottom right of the medication selection area.

Medications in request:

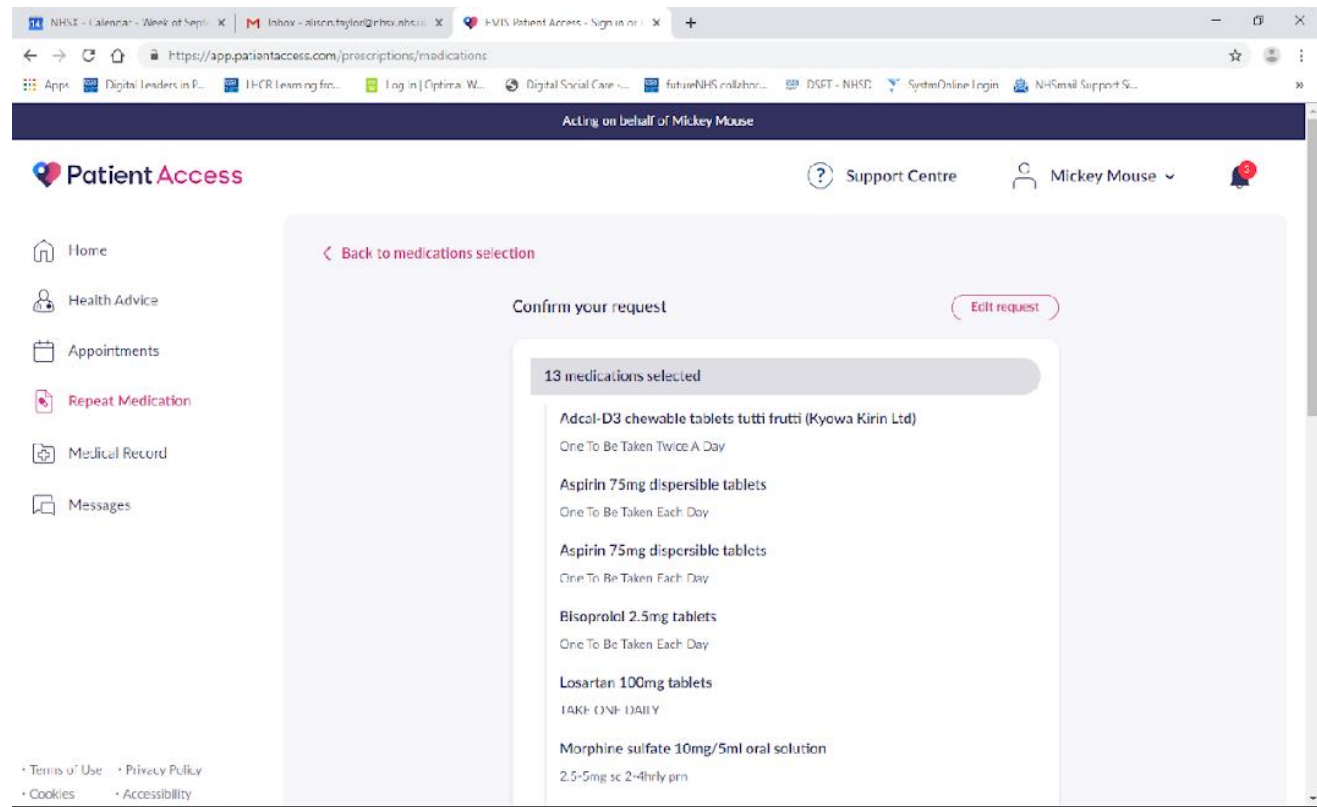
- Adcal-D3 chewable tablets tutti frutti (Kyowa Kirin Ltd)**
 - Last issued: 15 Mar 2019
 - Quantity: 56 tablet
 - Duration: 7 days
 - Next issue: 01 Jun 2019
 - One To Be Taken Twice A Day
- Aspirin 75mg dispersible tablets**
 - Last issued: 15 Mar 2019
 - Quantity: 28 tablet
 - Duration: 28 days
 - Next issue: 18 Jun 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

All medications selected:

- Adcal-D3 chewable tablets tutti frutti (Kyowa Kirin Ltd)
- Aspirin 75mg dispersible tablets
- Aspirin 75mg dispersible tablets
- Bisoprolol 2.5mg tablets
- Losartan 100mg tablets
- Morphine sulfate 10mg/5ml oral solution
- Ramipril 1.25mg capsules

Buttons: Clear selection, Request 13 medications

Request Pending



The screenshot shows the NHS Patient Access interface. The user is logged in as Mickey Mouse. The 'Confirm your request' page is displayed, showing a list of 13 medications selected for the request. A blue arrow points from the text 'Confirm request medications button bottom right hand corner' to the 'Request 13 medications' button on the previous page.

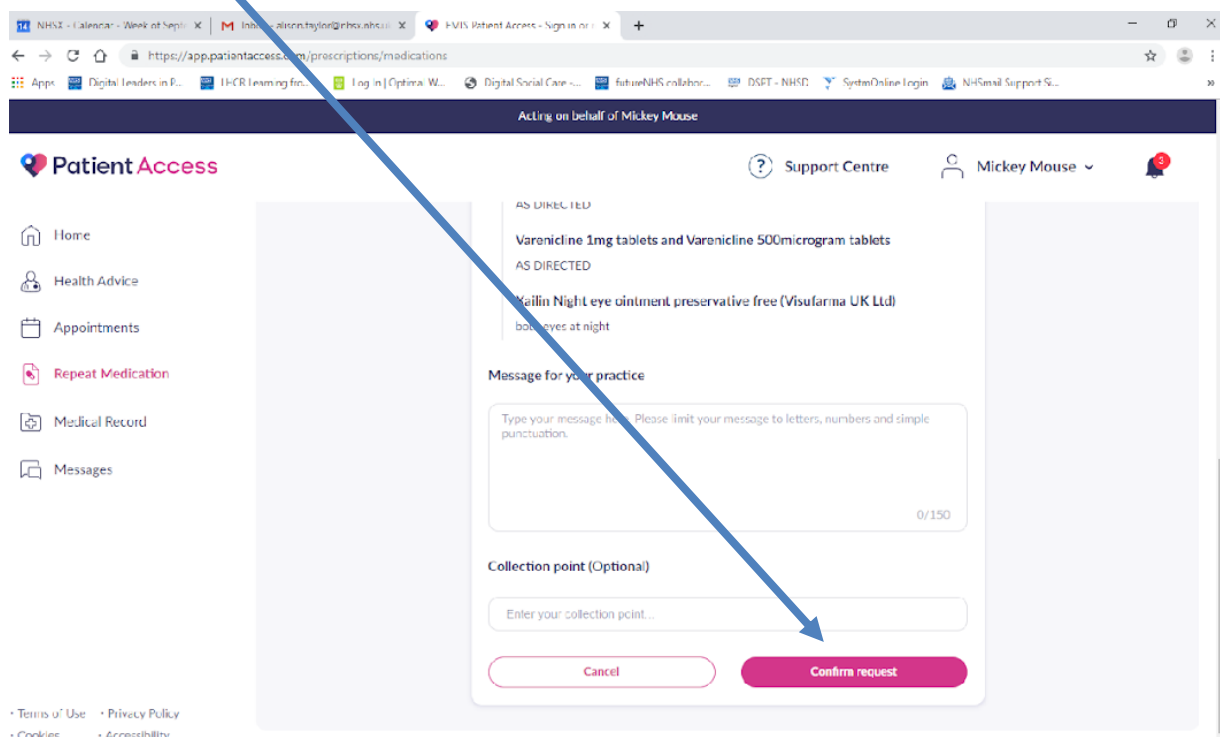
Confirm your request

13 medications selected

- 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

Buttons: Back to medications selection, Edit request

Confirm request



Acting on behalf of Mickey Mouse

Patient Access Support Centre Mickey Mouse

Home Health Advice Appointments **Repeat Medication** Medical Record Messages

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

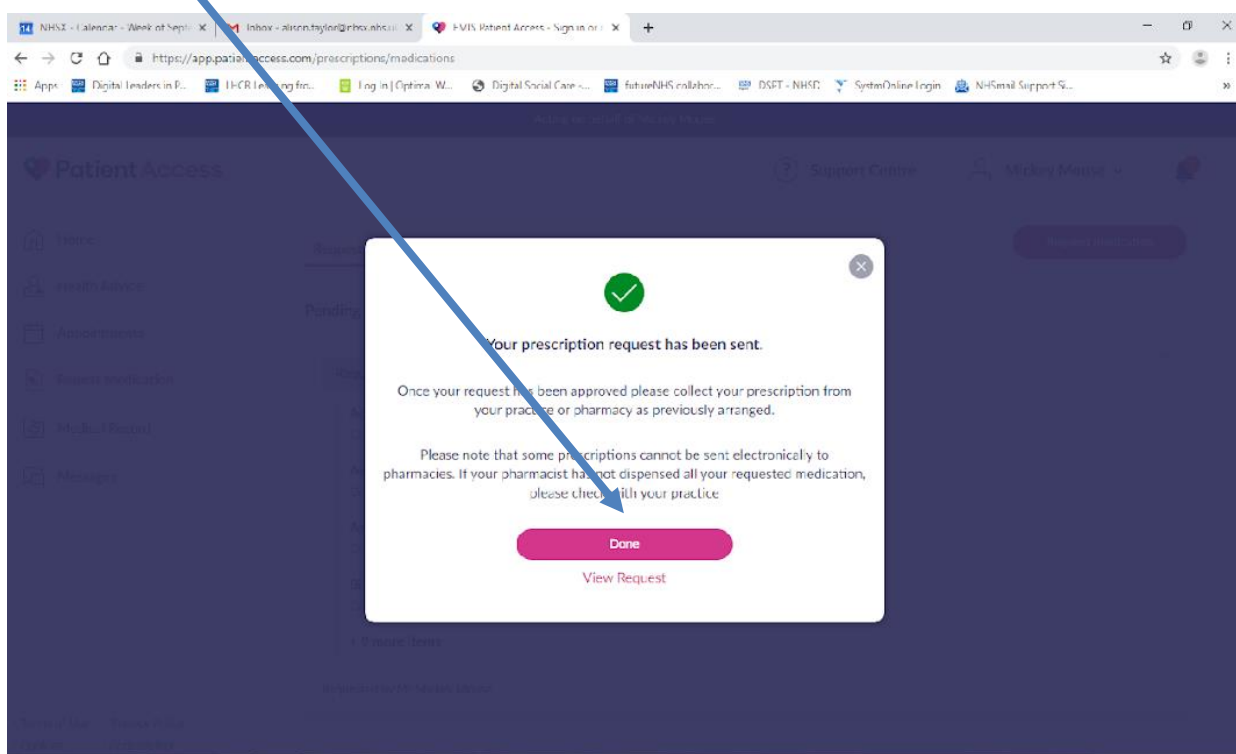
Message for your practice
Type your message here. Please limit your message to letters, numbers and simple punctuation.
0/150

Collection point (Optional)
Enter your collection point...

Cancel **Confirm request**

Terms of Use Privacy Policy Cookies Accessibility

Click done



Patient Access Support Centre Mickey Mouse

Home Health Advice Appointments **Repeat Medication** Medical Record Messages

Request pending

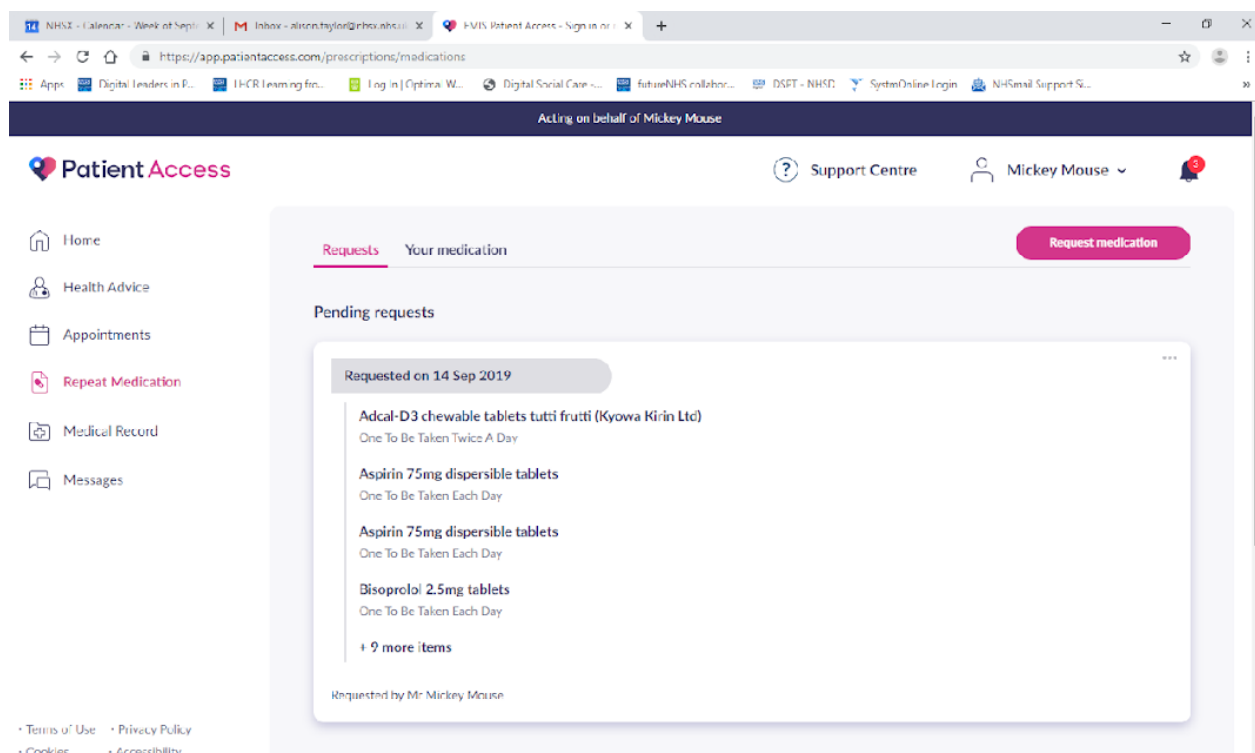
Your prescription request has been sent.
Once your request has been approved please collect your prescription from your practice or pharmacy as previously arranged.
Please note that some prescriptions cannot be sent electronically to pharmacies. If your pharmacist has not dispensed all your requested medication, please check with your practice.

Done
View Request

0 recent items

Terms of Use Privacy Policy Cookies Accessibility

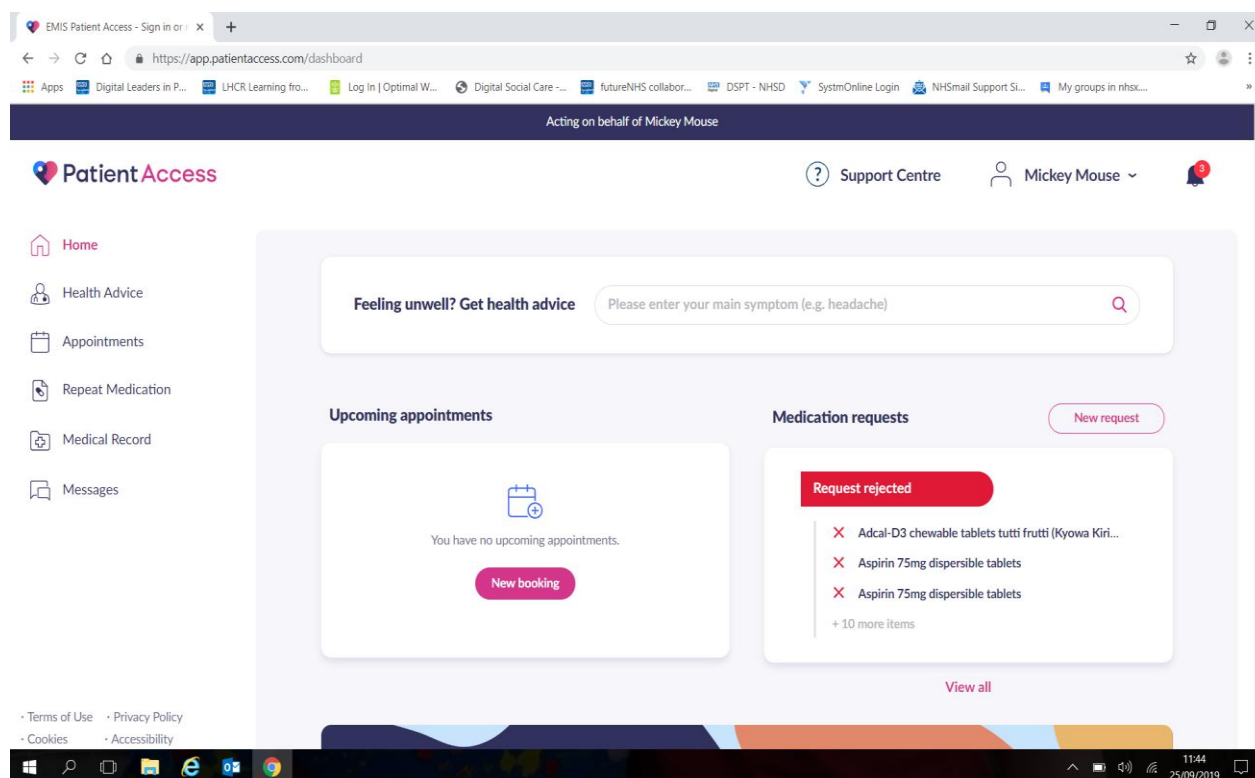
Request pending



This screenshot shows the 'Requests' tab in the NHS Patient Access application. The user is logged in as 'Mickey Mouse'. The page displays a list of pending medication requests. The first request, dated 14 Sep 2019, includes 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

There are 9 more items in the request. A 'Request medication' button is visible in the top right corner.

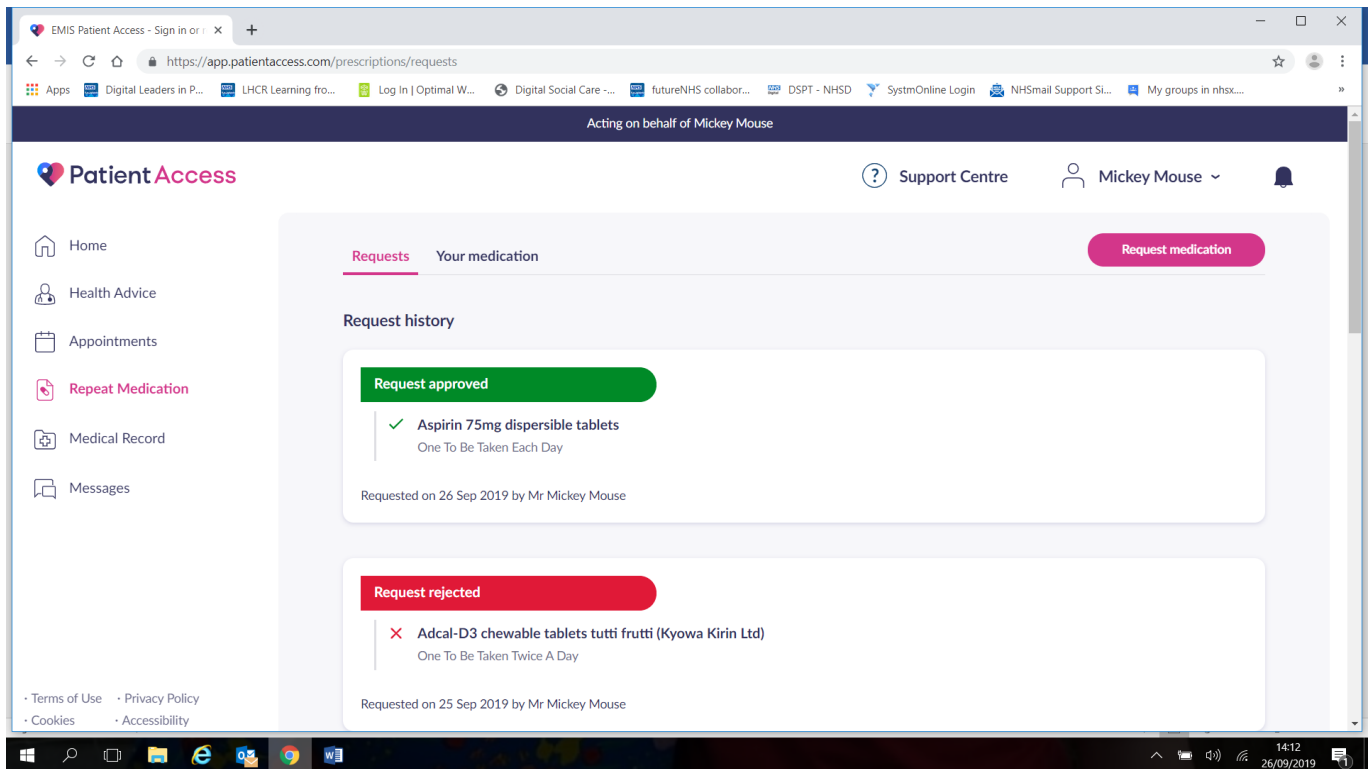


This screenshot shows the 'Medication requests' tab in the NHS Patient Access application. The user is logged in as 'Mickey Mouse'. The page displays a list of medication requests. The first request, dated 14 Sep 2019, includes the following items:

- 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

There are 9 more items in the request. A 'Request medication' button is visible in the top right corner.

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



The screenshot shows the NHS Patient Access web application interface. The browser address bar displays <https://app.patientaccess.com/prescriptions/requests>. The page header includes the NHS logo, the text "Acting on behalf of Mickey Mouse", and navigation links for "Support Centre" and the user profile "Mickey Mouse". A left-hand sidebar contains links to Home, Health Advice, Appointments, Repeat Medication (highlighted in pink), Medical Record, and Messages. The main content area is titled "Requests" and "Your medication", with a "Request medication" button. Under the "Request history" section, there are two entries:

- Request approved** (green header):
 - ✓ Aspirin 75mg dispersible tablets
 - One To Be Taken Each Day
 - Requested on 26 Sep 2019 by Mr Mickey Mouse
- Request rejected** (red header):
 - ✗ Adcal-D3 chewable tablets tutti frutti (Kyowa Kirin Ltd)
 - One To Be Taken Twice A Day
 - Requested on 25 Sep 2019 by Mr Mickey Mouse

At the bottom of the page, there are links for Terms of Use, Privacy Policy, Cookies, and Accessibility. The Windows taskbar at the bottom shows the time as 14:12 on 26/09/2019.

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.