

The Archway Surgery, Armagh

Set-up assistance for online access to appointments and repeat prescriptions

Before you start, you will need a registration email or letter. You can get this by attending the surgery with identification. **It looks like this** (this one is an example – yours will have unique codes in the boxes):

Online Services

You have requested access to online services.

Accessing online services

To access online services:

- Create an account with one of the following service providers:

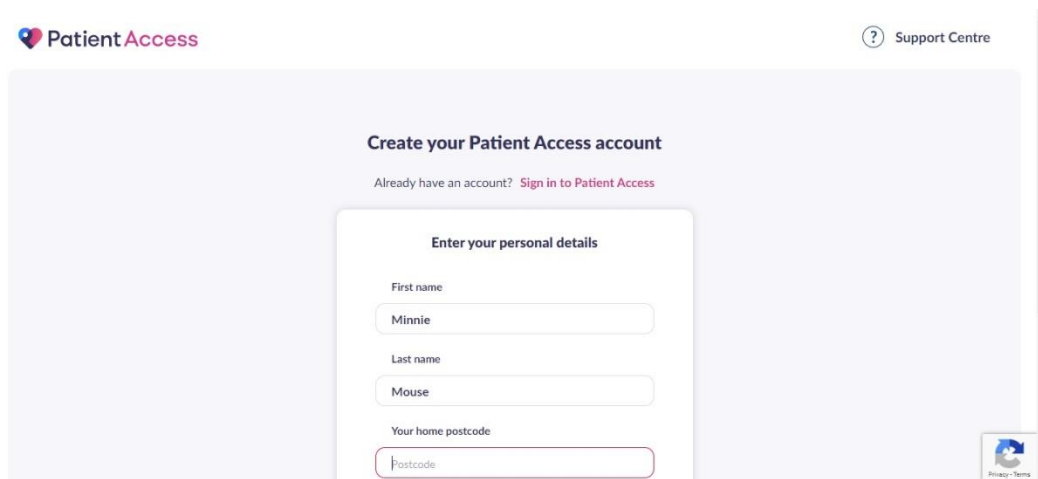
Service provider	Website
Patient Access	https://www.patientaccess.com
- Provide the following online services account details when prompted:

Linkage Key
ODS Code
Account ID

When you have received it, follow the steps below to set up your Patient Access account. If you expected to get it by email but can't find it, check your junk mail folder!

Creating your Patient Access account

- Go to www.patientaccess.com and click **Register**.
- You will see the screen below. Enter your personal details. When finished, click continue.



3. The next screen looks like this:

Patient Access

Support Centre

Create your Patient Access account

Already have an account? [Sign in to Patient Access](#)

[< Back](#)

Enter account details

Email address

name@example.com

Email address is required.

Password

Password Show

Must be at least 12 characters long, with a mix of numbers, uppercase and lowercase letters and at least one of the following supported symbols ! # \$ % & * ~ ? @ _ | ^ - : .

Privacy & Terms

Enter your email address (this should match with the email address on your medical record, if you have supplied it to the practice) and create a password.

4. Click to accept the Terms and Conditions.
5. Select **Create account**.

That's the first part done.

6. You'll then see the following screen:

Patient Access

Support Centre

Would you like to link your GP practice?

In partnership with **NHS**

Additional features that you will have access to by linking your GP practice:

- Book GP appointments
- Order repeat medication
- View your medical record
- Act on behalf of someone
- Message your GP

Please bear in mind that some GP practices might not support Patient Access features.

Link your GP practice

Privacy & Terms

Click **Link Your GP Practice**.

7. You'll see the following:

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1. Your Practice

Please supply a postcode or the name of the practice where you are currently registered as a patient.

* If your practice is not located in England [click here](#) instead.

Postcode or name of practice Search

Click as indicated by the arrow.

8. This will bring up the following:



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 or PIN:

ODS Code or Practice ID:

Account ID or Access ID:

Confirm

Enter the codes from the email or letter you received (as on page 1 of this document) and click confirm.

9. You will be asked to confirm your personal details and password. The personal details must match those held by the practice. Then click **Link account**.

10. On the confirmation screen, click **Done**.

Your account has now been linked to the practice! If you'd like some information on how to use Patient Access, click the Support Centre link on the website. Scroll down through this page to see all the help categories and video tutorials.