

Internet Appointment Booking User Guide

Navigate to 'Online appointments' and locate the logo, as below



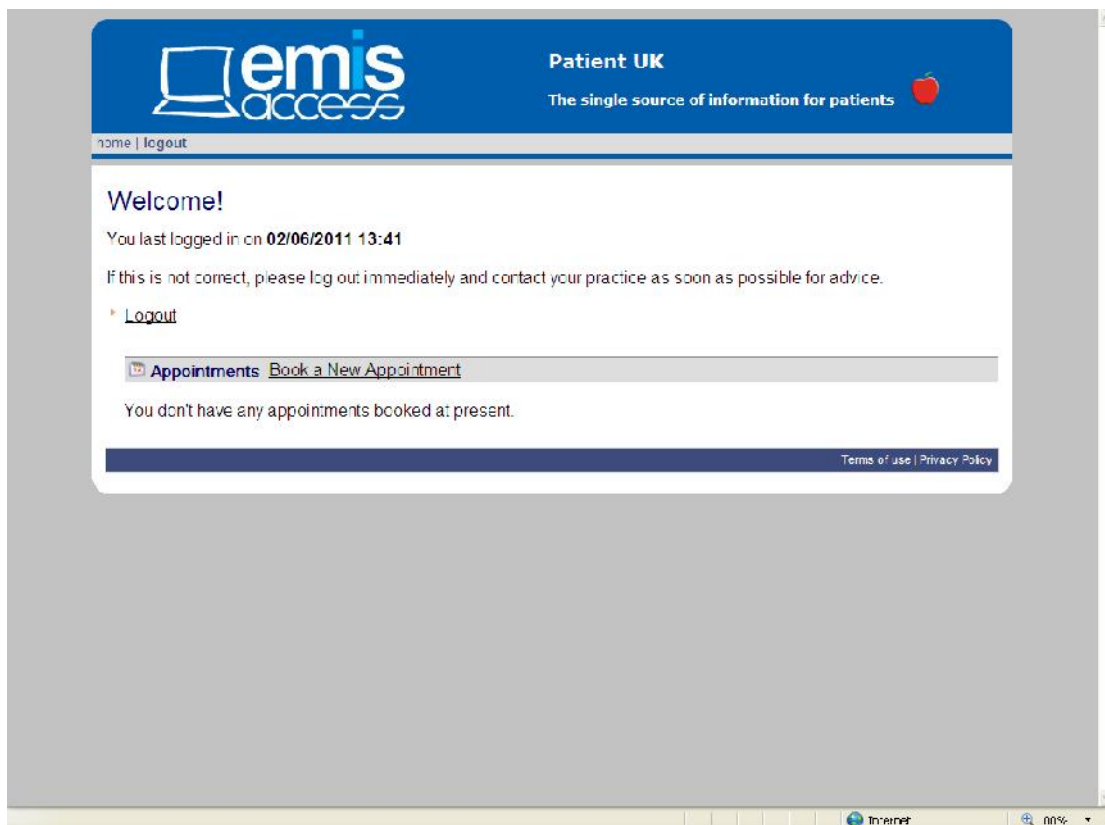
Click on the logo.

Next, you will be directed to the emiS access webpage from where you should navigate down to the existing users sign in screen, as below

A screenshot of the emiS access Patient UK website. The top navigation bar is blue and contains the emiS access logo on the left, the text "Patient UK" in the center, and "The single source of information for patients" on the right with a red apple icon. Below the navigation bar, the page content is white. It starts with a "Welcome" heading and a breadcrumb trail "home > cgin". There is a "Need help?" link with a question mark icon. The main text explains that the service is provided in co-operation with emiS and lists services like appointments, medication, and medical records. It also includes links for "terms of use" and "information about your privacy". Below this is the "Existing Users Sign In" section, which includes a note for new users to "create your account here". The sign-in form is a light blue box with three input fields for "Practice ID Number", "Access ID Number", and "Password", followed by a "Sign In" button. A warning message at the bottom of the form states: "Access to this system is permitted to authorised users ONLY. Unauthorised attempts are considered a criminal offence and could be prosecuted". The browser's address bar shows "cgin" and the taskbar at the bottom indicates "Internet" and "100%" zoom.

Enter the practice ID number and Access ID number as listed in your registration form, given to you by practice staff, and the password you choose when you completed the online registration process and click 'Sign In'.

Next, if your log on details are correct you will see the emis access welcome screen, as below



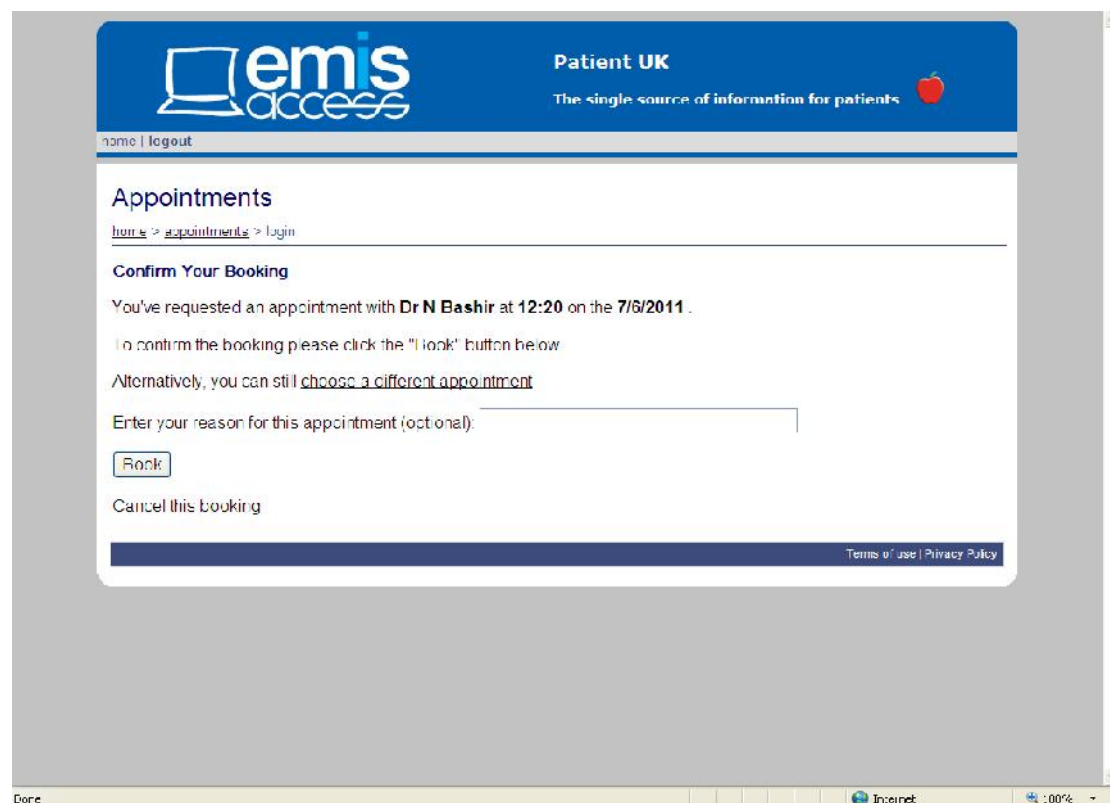
If your details are incorrect you will be invited to try again. If you have misplaced any of your log on details please contact the practice by telephone or in person for assistance. If you have no existing appointments booked, you can view available appointments by clicking on 'Book a New Appointment'.

Next, if appointments are available the system will display a selection, as below



You may choose one by clicking on the time of the available appointment, eg 12:20.

Next, the appointments screen will display the details of your chosen appointment, as below



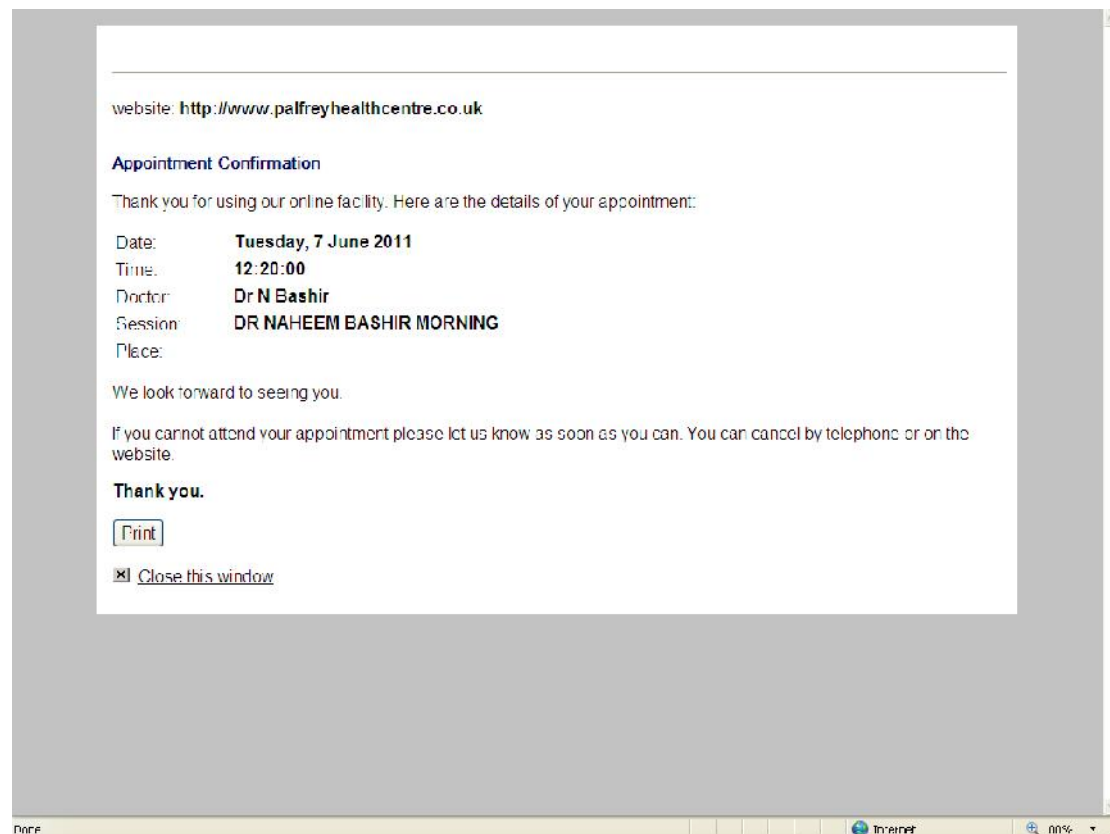
Select the 'Book' button to book this appointment, or cancel to make another selection.

Next, the appointment booked confirmation screen will be displayed, as below



Printed details of your appointment are available by selecting 'Print confirmation'.

Next, the appointment confirmation screen is displayed with the details of your appointment, as below



Select 'Print' to print a copy of the appointment details. The online appointment booking is now complete. You can exit by selecting 'Close this window'.

Next, log out of the system for security purposes by selecting 'logout' from the menu at the top left of the screen, as below

