

The New Coningsby Surgery

www.coningsbysurgery.co.uk

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EMISaccess - Information, Terms and Conditions

EMISaccess is a new secure facility for accessing part of your medical records online. At first we offer our patients the facility to request their repeat prescriptions online via our website, www.coningsbysurgery.co.uk. In the future we also intend to offer booking of your appointments online. As well as making online appointments, it will be possible to access additional facilities for making changes to your personal details e.g. email address or telephone number, pre-registration of new patients and a secure messaging service. The following guidance gives further information and outlines our Terms and Conditions. If you are interested in applying for EMISaccess please complete the Internet Access Application Form.

Please be assured that all details entered are secure. Furthermore our practice has a strict confidentiality policy.

As part of the Registration procedure you will be required to show to a member of our reception staff a photo ID (passport or photo driving licence) in order to confirm your identity.

It is a further requirement that you complete the Internet Access Registration Form correctly.

Your repeat prescriptions may be ordered online after you have registered for the EMISaccess online service. Once you are logged into the system, you will be able to request your repeat prescriptions using this system. You will see your list of repeat medications and can tick the ones you require to order. You will also be able to see when they have been approved by the practice by tracking their progress.

If I have forgotten your password, then you will need to come into the surgery and request one of the receptionists to reset your account - you will then need to re-register and choose another password. It is not possible to search our system for your password due to security reasons. Your password is only known to you.

As part of the agreement and in the interest of the security of our system it is important that you keep your password and PIN number safe and secure. You agree that you will not disclose any of the security codes or password to any third party. It should not be necessary to reveal your password to our Staff.

We are constantly monitoring the use of the Internet access service.

Breach of the Terms and Conditions or any inappropriate use of this service will lead to review of your access and may subsequently be revoked.

The New Coningsby Surgery reserves the right to terminate this service (or part of it) without any notice.

It may be necessary to amend the Terms and Conditions in future. Any of such changes will be displayed on our website and on the Surgery notice board only.