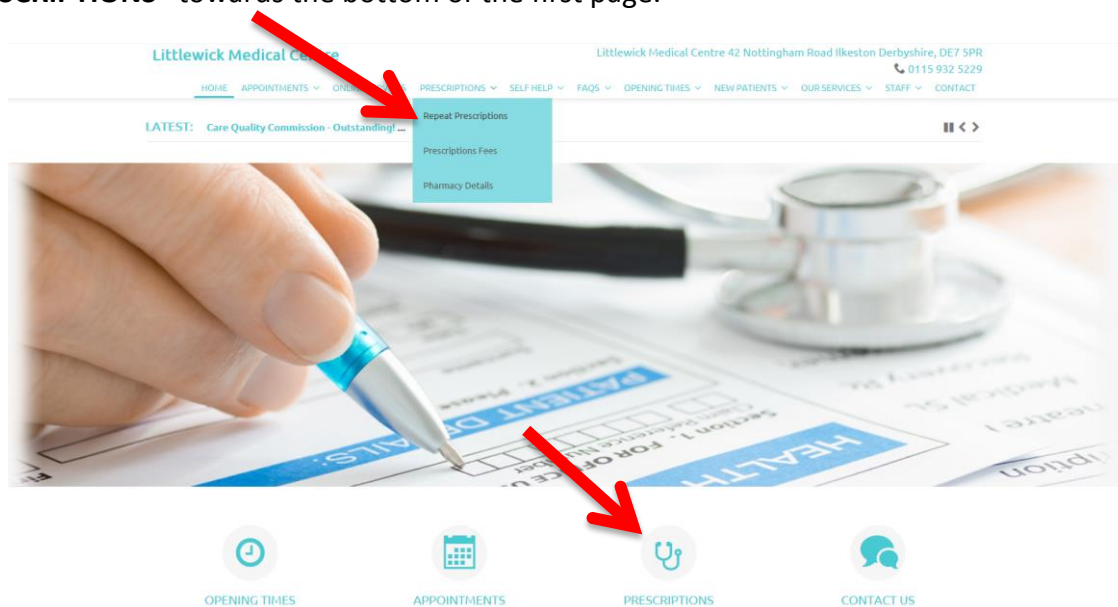
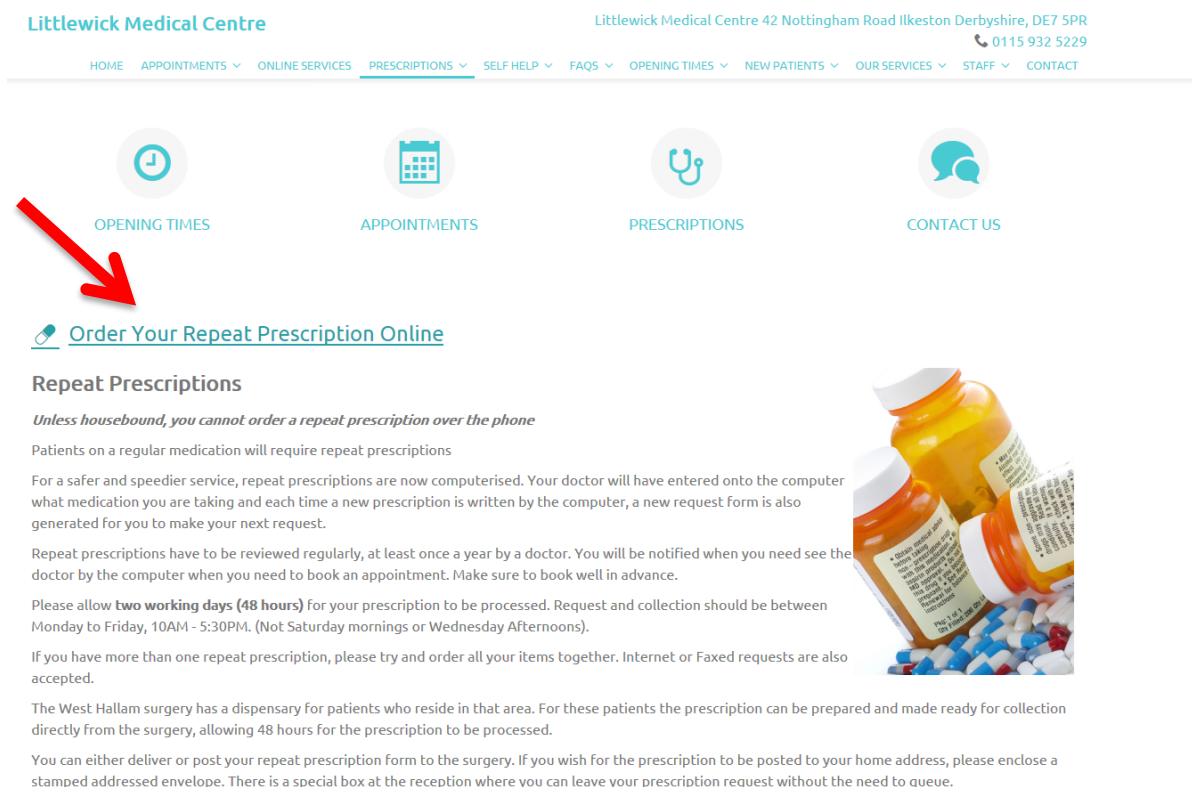


Littlewick Medical Centre – Registering To Use Repeat Prescriptions Online

STEP 1 - To register to use Littlewick Medical Centre’s Registered Services For Patients – start by going to our website at www.littlewickmedicalcentre.co.uk. This will take you to our new websites home page. To enter the prescriptions area of the website, you can do this by either selecting the “**PRESCRIPTIONS**” tab at the top of the page and clicking the “**Repeat Prescriptions**” option or selecting the large button that says “**PRESCRIPTIONS**” towards the bottom of the first page.



STEP 2 – Once on to the Prescriptions page, select the “**Order Your Repeat Prescription Online**” option.



Repeat Prescriptions

Unless housebound, you cannot order a repeat prescription over the phone

Patients on a regular medication will require repeat prescriptions

For a safer and speedier service, repeat prescriptions are now computerised. Your doctor will have entered onto the computer what medication you are taking and each time a new prescription is written by the computer, a new request form is also generated for you to make your next request.

Repeat prescriptions have to be reviewed regularly, at least once a year by a doctor. You will be notified when you need see the doctor by the computer when you need to book an appointment. Make sure to book well in advance.

Please allow **two working days (48 hours)** for your prescription to be processed. Request and collection should be between Monday to Friday, 10AM - 5:30PM. (Not Saturday mornings or Wednesday Afternoons).

If you have more than one repeat prescription, please try and order all your items together. Internet or Faxed requests are also accepted.

The West Hallam surgery has a dispensary for patients who reside in that area. For these patients the prescription can be prepared and made ready for collection directly from the surgery, allowing 48 hours for the prescription to be processed.

You can either deliver or post your repeat prescription form to the surgery. If you wish for the prescription to be posted to your home address, please enclose a stamped addressed envelope. There is a special box at the reception where you can leave your prescription request without the need to queue.

Littlewick Medical Centre – Registering To Use Repeat Prescriptions Online

STEP 3 – Before logging in, you must first register with the service. Begin this process by selecting the “**Click Here to Register Now**” option. *Note: Do not try to log in on the right hand side until instructed.*

Littlewick Medical Centre

Registered Services Logon

Register

New Users

If you have not yet registered, it is a quick and easy process and need only be done once.

Click Here to Register Now

Need to Activate Your Registration?

If you have problems with the activation link in the registration email you can manually activate your registration using the activation key included in your registration email.

Log On

Registered Users

If you are already registered, log on below.

Cookies are required for the registered services to work correctly. By logging on you are agreeing to allow cookies from this website to be stored on your computer. [Find out more...](#)

Email:

Password: Show characters

[Have you forgotten your password?](#)

STEP 4 – Enter your First Name(s), Surname and e-mail address in the appropriate boxes and select “**Continue**”.

Littlewick Medical Centre

Registered Services Logon

Registration - Step One

Enter your name and email address in the boxes below and press 'Continue'

Note: If you subscribe to a spam blocker service or use some other method of filtering your email you must ensure that the address prescription@my-surgerywebsite.co.uk is added to your list of trusted addresses.

First Name(s):

Last Name:

Email:

Log On

Registered Users

If you are already registered, log on below.

Cookies are required for the registered services to work correctly. By logging on you are agreeing to allow cookies from this website to be stored on your computer. [Find out more...](#)

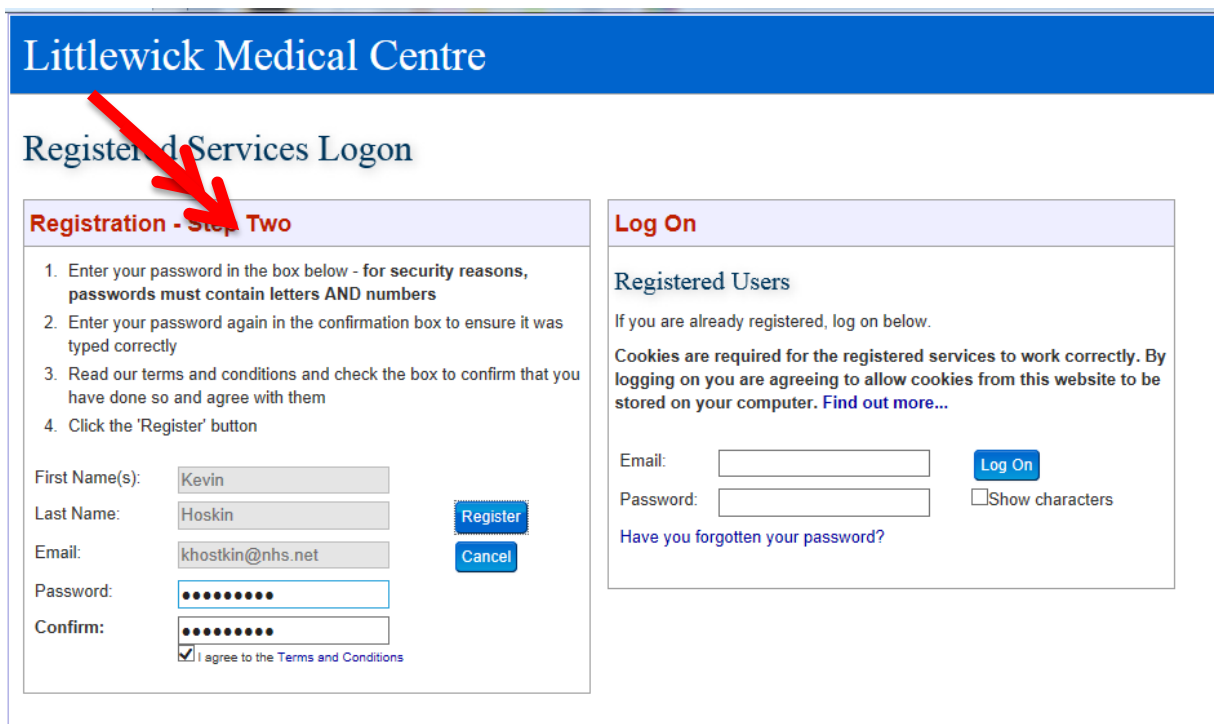
Email:

Password: Show characters

[Have you forgotten your password?](#)

Littlewick Medical Centre – Registering To Use Repeat Prescriptions Online

STEP 5 – The box on the left hand side of the page will change to say “**Registration – Step Two**” in red at the top of the box. You will then be asked to enter and confirm a password of your choosing. *Note: passwords must contain letters AND numbers only.* You must then tick the box that says “**I agree to the Terms and Conditions**” before hitting “**Register**”.



Littlewick Medical Centre

Registered Services Logon

Registration - Step Two

1. Enter your password in the box below - for security reasons, passwords must contain letters AND numbers
2. Enter your password again in the confirmation box to ensure it was typed correctly
3. Read our terms and conditions and check the box to confirm that you have done so and agree with them
4. Click the 'Register' button

First Name(s):

Last Name:

Email:

Password:

Confirm:

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

Log On

Registered Users

If you are already registered, log on below.

Cookies are required for the registered services to work correctly. By logging on you are agreeing to allow cookies from this website to be stored on your computer. [Find out more...](#)

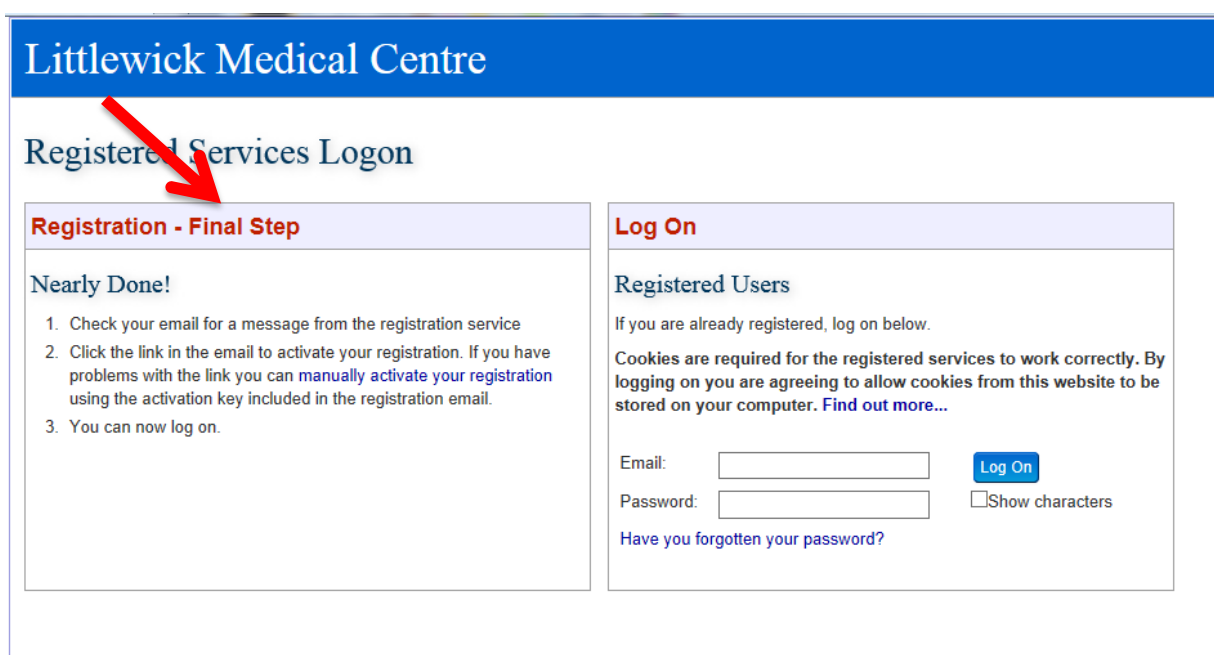
Email:

Password:

Show characters

[Have you forgotten your password?](#)

STEP 6 - The box on the left hand side of the page will change to say “**Registration – Final Step**” in red at the top of the box. **DO NOT** try logging in at this point as you still need to activate your account.



Littlewick Medical Centre

Registered Services Logon

Registration - Final Step

Nearly Done!

1. Check your email for a message from the registration service
2. Click the link in the email to activate your registration. If you have problems with the link you can [manually activate your registration](#) using the activation key included in the registration email.
3. You can now log on.

Log On

Registered Users

If you are already registered, log on below.

Cookies are required for the registered services to work correctly. By logging on you are agreeing to allow cookies from this website to be stored on your computer. [Find out more...](#)

Email:

Password:

Show characters

[Have you forgotten your password?](#)

Littlewick Medical Centre – Registering To Use Repeat Prescriptions Online

STEP 7 – Log in to the e-mail address you used to register with the service. You should now have received an e-mail that enables you to activate your account, to do this, select the **“Activate My Registration”** option.

Registration Activation 16/08/2017

You have received this email because you requested to be registered for the online services available through the website of 'Littlewick Medical Centre'.

Before you can log on you must activate your registration. To do this, click the link below:-

[Activate My Registration](#)

If you prefer you can manually activate your registration. To do this, follow the link on the logon screen and enter your email address and the following key:

C81061KAMHM1690 - note this is your one-time activation key, NOT your logon password.

DO NOT REPLY to this email

STEP 8 – After selecting the **“Activate My Registration”** link it will take you back through to the Registered Services Logon page. Now you may use the **Log On Registered Users** box on the right hand side of the page.

Littlewick Medical Centre

Registered Services Logon

Your registration has now been confirmed. Please log on

Register	Log On
<h4>New Users</h4> <p>If you have not yet registered, it is a quick and easy process and need only be done once.</p> <p>Click Here to Register Now</p> <h4>Need to Activate Your Registration?</h4> <p>If you have problems with the activation link in the registration email you can manually activate your registration using the activation key included in your registration email.</p>	<h4>Registered Users</h4> <p>If you are already registered, log on below.</p> <p>Cookies are required for the registered services to work correctly. By logging on you are agreeing to allow cookies from this website to be stored on your computer. Find out more...</p> <p>Email: <input type="text"/> <input type="button" value="Log On"/></p> <p>Password: <input type="password"/> <input type="checkbox"/> Show characters</p> <p>Have you forgotten your password?</p>

Littlewick Medical Centre – Registering To Use Repeat Prescriptions Online

STEP 9 – This will then take you to the page. Follow the steps to complete a Repeat Medication Request. If you experience any difficulties with this process please call the surgery and ask for the Prescriptions Team.

Littlewick Medical Centre

Repeat Medication Manager

Patient Home
Log off
?

Order a Repeat for New Patient

Step 1. Patient Details

Step 2. Required Medication

Step 3. Sending your Request

The details of the last request made for each person are retained for next time.
Choose 'New Patient' from the list below to order for a different person.

➤

Patient: New Patient ▼

First Name: *

Last Name: *

Gender: Female Male

Address: *

Postcode: *

Date of Birth: *

Telephone: *

Mobile:

Usual Doctor: Select your usual Doctor ▼

Repeat Request History

View Your History

Fields marked with a red asterisk are compulsory. *

Ordering a Repeat

There are three steps involved in ordering a repeat prescription. These steps are carried out on each of three tabs in the 'Order a Repeat' section. To move from one step to another do one of the following:

- use the keyboard shortcuts 'Alt N' (next), 'Alt P' (previous)
- click the next or previous step buttons
- just click on the appropriate tab.

Personal Information

Personal information retained on this system is stored in a secure data centre located in the UK and is treated as confidential. Where appropriate this data is deleted two months after its creation.

By using this form you will be sending information about yourself across the Internet. Whilst every effort is made to keep this information secure, you should be aware that we cannot offer any guarantees of absolute privacy. If this matter concerns you then you should use another method of requesting a repeat prescription.