

WOODLANDS SURGERY

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Guidance for EMIS Access

Before you begin to use EMIS Access we would appreciate it if you could read the following guidance regarding the booking of appointments over the Internet.

Single routine appointments with your own registered doctor are available to be booked online. It is not possible to use the online service to make appointments with the practice nurses or phlebotomist.

Please let us know if you will be unable to attend an appointment that you have booked online. Either contact us by telephone to cancel it or cancel it online. This will allow us to offer the appointment to another patient.

We realise that there are valid reasons for not attending however we will be monitoring such occurrences on a regular basis.

We monitor the use of this service and we are sure that you will find it useful. However if we find that there is any abuse of the service such as booking appointments and not using them or booking appointments for other family members using your name we will revoke your access to the service.

Your Responsibility

The practice will take every measure to ensure that your EMIS Access application is secure. It is your responsibility to ensure that your EMIS Access account remains this way. You are able to terminate or reset your EMIS Account at any time by contacting the surgery in writing. You may wish to do this if you think someone else knows your logging in details or if you have shared details with a family member or partner and no longer wish them to know these details.

Please note that the practice does not manage the EMIS Access Website and therefore cannot provide help with using the EMIS Access. Help screens are provided on the Website.