# Bakewell Medical Centre

## 'PATIENT ACCESS' REGISTRATION – HELP SHEET

Once you have asked the Receptionist for the information your require in order to register on 'PATIENT Access' you will be given an A4 letter which contains the information and codes/pin numbers you require to access it via the internet.  Type into your internet browser the following web address: -  https://patient.emisaccess.co.uk and this should take you to the 'Patient.co.uk' website below.

When you are registering for **the first time**, and when you have logged into the 'Patient Access' for the first time you will need to 'Register' by clicking the green 'Register' section tab.  Once this is done you will need to use the orange 'Sign-In' section to log in every time after that (unless your access/pin codes expire and you are given a new sheet, in which case you would need to repeat the first registration stage): -
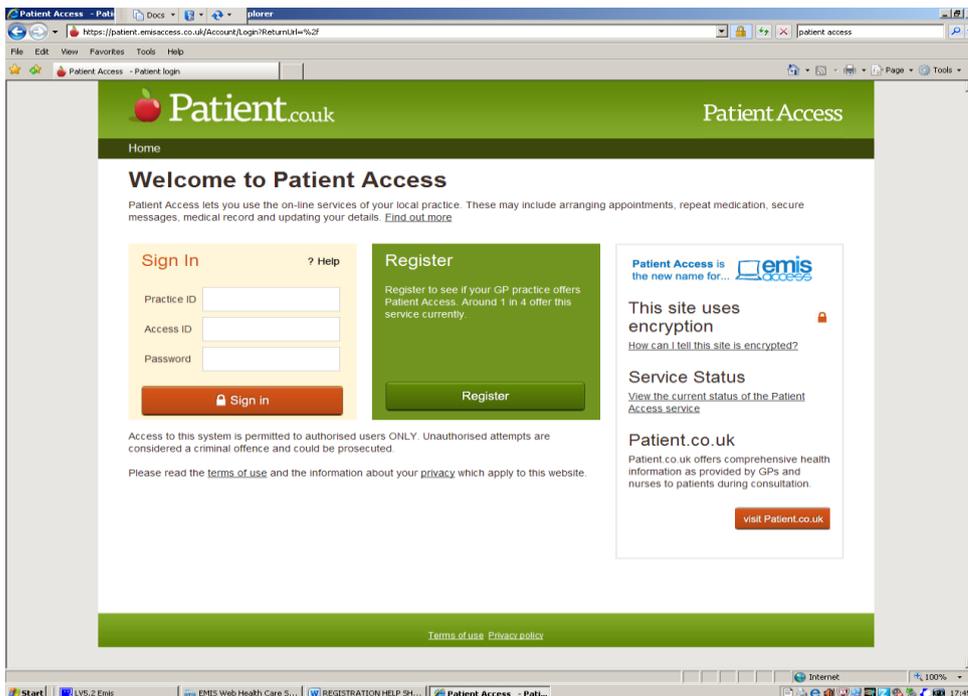


You will then be taken to the following screen: -
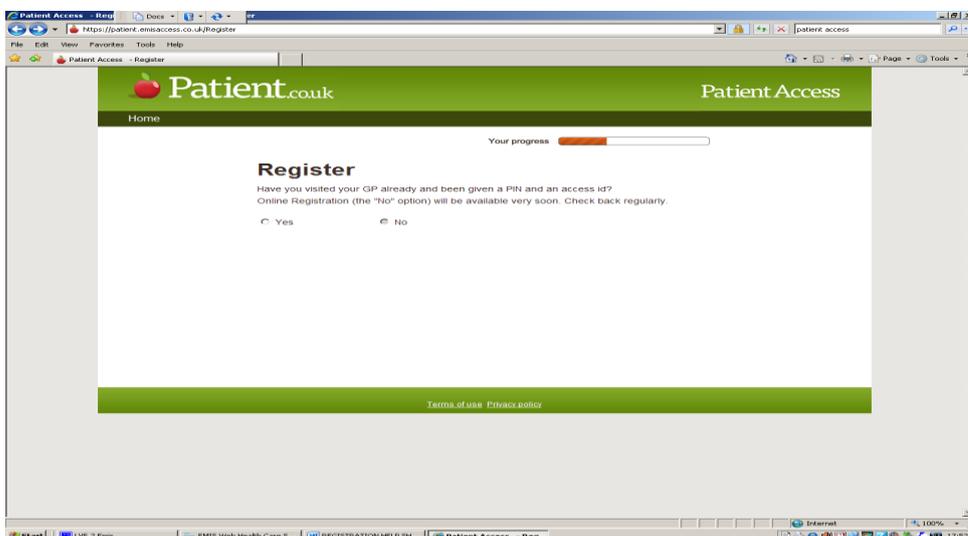
Click 'Yes' you have been given a pin and an access id and select the orange 'Next' button at the foot of the page.

You will then see the following screen: -



Enter the information from the Registration Letter you have been given at the surgery into the relevant boxes on this screen and click the 'Next' button.

You then need to answer the individual questions and set yourself up with a password.  Please write down the password you create for yourself in a secure place and remember that it is 'case sensitive' (this means that if you include any capital letters when you input and save the password, you will need to remember to use capital letters when using your password to access 'Patient Access' each time).  Store this information in a safe place.

Even if you do not wish to order a prescription or make an appointment on-line each month, please try to log into 'Patient Access' about once a month or you may be logged-out (this is a safety precaution within 'Patient Access' if you haven't used if for a while it will not allow you access.

If you encounter any problems, after following these instructions, please do not hesitate to contact either Jill Smith, Assistant Practice Manager or Nick Derbyshire, Practice Manager.


Good Luck!

**PLEASE NOTE:**  When trying to book an appointment on 'Patient Access' and you cannot find an appointment, please try after 6.30pm.