**MAKE SURE YOU HAVE BEEN GIVEN YOUR USERNAME AND PASSWORD BY ONE OF THE RECEPTIONISTS**

**ACCESS THE PRACTICE WEBSITE AT WWW.DRLITTLEWOODANDPRTNRS.CO.UK**

**ON THE HOME PAGE IS A TITLE ‘ONLINE SERVICES’**

**UNDER THIS HEADING CLICK ON ‘REPEAT PRESCRIPTIONS’**

**LOG INTO YOUR ACCOUNT USING THE USERNAME AND PASSWORD PROVIDED TO YOU BY THE SURGERY**

**ONCE LOGGED INTO YOUR ACCOUNT YOU CAN ORDER A PRESCRIPTION BY CLICKING ON ‘CURRENT PRESCRIPTIONS’.**

**THIS WILL TAKE YOU TO A PAGE WITH THE LIST OF YOUR REPEAT MEDICATION**

**YOU WILL NEED TO TICK THE ITEMS YOU REQUIRE. PLEASE NOTE THAT YOU WILL ONLY BE ABLE TO ORDER THE ITEMS 7 DAYS BEFORE THEY ARE DUE. IF IT DOES NOT ALLOW YOU TO TICK THE ITEM THEN YOU ARE NOT DUE IT YET**

**IF A MEDICATION IS NOT ON THE LIST PLEASE TYPE THE MEDICATION IN THE BOX BELOW THE LIST OF MEDICATION**

**THEN PRESS ‘REQUEST MEDICATION’**

**PLEASE ALLOW 24 WORKING HOURS FOR YOUR ITEMS TO BE READY AND PLEASE COLLECT AFTER 4PM**

**BOOKING AND CANCELLING APPOINTMENTS ONLINE:**

**WHILST LOGGED INTO YOUR ONLINE ACCOUNT YOU CAN ALSO BOOK APPOINTMENTS BY CLICKING ON ‘BOOK APPOINTMENT’**

**THIS WILL THEN GIVE YOU DATES AND DOCTORS AVAILABLE. CLICK ON ‘AVAILABLE APPOINTMENTS’ FOR THE DATE REQUIRED AND DOCTOR.**

**THIS WILL GIVE YOU UPTO FIVE AVAILABLE APPOINTMENTS AND THEN CLICK BOOK TO BOOK THE APPOINTMENT.**

**PLEASE NOTE THAT YOU CAN ONLY BOOK TWO WEEKS IN ADVANCE!**

**IF YOU ARE WANTING TO CANCEL AN APPOINTMENT CLICK ON ‘FUTURE APPOINTMENTS’**

**THIS WILL SHOW YOU YOUR APPOINTMENTS ALREADY BOOKED AND TO CANCEL AN APPOINTMENT JUST SELECT THE RIGHT ONE AND CLICK ON ‘CANCEL APPOINTMENT’.**

**WE RECOMMEND THAT YOU CHANGE YOUR PASSWORD WHEN FIRST LOGGING INTO YOUR ACCOUNT TO A MEMORABLE PASSWORD!**