

This is a guide for those who would like to BOOK GP APPOINTMENTS on-line.

- Before using the system you need to be issued with your Username and Password. Please attend the surgery in person with the appropriate id (passport, driving license, etc.) to be issued with these.
- Then go to the surgery website, as usual. <http://www.thechippingsurgery.co.uk>
- At the centre of the page, click on 'Manage your appointments & Repeat Prescriptions Online'

The Chipping Surgery

We are confident that our website will provide clear and concise help and give our patients the information they require in an easy and convenient format. It has been designed with the patient's needs at the forefront of everything, from checking surgery times to letting us know what you think of us.



[Manage your own appointments & Repeat Prescriptions Online](#)



[Click here for a guide if you would like to BOOK GP APPOINTMENTS on-line.](#)

[Click here for a guide if you would like to ORDER REPEAT PRESCRIPTIONS on-line.](#)

- This will take you to the normal **systemonline** login page.



- Type in your Username and Password and click 'Login'

Login

If you already have a username and password, enter them here. If you do not have a username and password, contact your practice.

Username
Password

Login

- This will take you to the **systemonline** home page.
- Halfway down on the left hand side you'll see 'Book Appointment'.

Your Appointments

Book Appointment
Future Appointments
Past Appointments

Please Note that this system DOES NOT provide bookings for appointments with the NURSING STAFF

Reception staff are only able to allocate a time slot for your Nursing appointment once they know the type of treatment, and therefore the length of time, that you need, so contact Reception for an appointment

- **If you want to book a GP Appointment Click on 'Book Appointment'**

Book Appointment

- This brings up a table of available appointments. Select the GP and time slot you prefer and click 'View'

Available Sessions

Show sessions for period

Date	Earliest Time	Latest Time	Location	Clinician	Session Type	View Appointments
Friday 06 Oct 2017	08:10	09:30	The Chipping Surgery	Dr Kathryn Jones (Female)	GP Clinic	<input type="button" value="View"/>
Friday 06 Oct 2017	13:20	14:10	The Chipping Surgery	Dr Kathryn Jones (Female)	GP Clinic	<input type="button" value="View"/>
Monday 09 Oct 2017	09:10	09:10	The Chipping Surgery	Dr Kathryn Jones (Female)	GP Clinic	<input type="button" value="View"/>
Monday 09 Oct 2017	15:30	17:40	The Chipping Surgery	Dr Kathryn Jones (Female)	GP Clinic	<input type="button" value="View"/>
Tuesday 10 Oct 2017	08:00	08:20	The Chipping Surgery	Dr Richard Ward (Male)	GP Clinic	<input type="button" value="View"/>

- This takes you to a page showing the available time slots for the GP that you have selected.
- Your appointment has not yet been booked. Choose a suitable time for your appointment and click 'Book'

Available Appointments

This is a list of available appointment times. Choose a time for your appointment and click Book.

Session for Dr Kathryn Jones (Female) at The Chipping Surgery on Monday 09 Oct 2017

Slot Type	Start Time	End Time	Duration (minutes)	Book Appointment
Slot	15:30	15:40	10	<input type="button" value="Book"/>
Slot	15:40	15:50	10	<input type="button" value="Book"/>
Slot	16:30	16:40	10	<input type="button" value="Book"/>
Slot	17:30	17:40	10	<input type="button" value="Book"/>
Slot	17:40	17:50	10	<input type="button" value="Book"/>

There is still a final stage to complete before the booking is made

- The screen will show you the final details of the date, GP and time of your chosen appointment.
- If anything is wrong, click 'Cancel' and start again
- If all is correct, CLICK 'BOOK APPOINTMENT'**

Book Appointment

Click Book Appointment to confirm this appointment

Date:	09 Oct 2017
Day:	Monday
Start Time:	15:40
Duration (minutes):	10
Clinician:	Dr Kathryn Jones (Female)
Appointment Type:	Slot
Location:	The Chipping Surgery
Reason (optional):	<input type="text"/>

Notes entered into this field may be visible to all staff at the practice

Your appointment is now booked and you will see a confirmation .

Done!

Book Appointment

Appointment Booking Confirmed

Date:	09 Oct 2017
Day:	Monday
Start Time:	15:40
Duration (minutes):	10
Clinician:	Dr Kathryn Jones (Female)
Appointment Type:	Slot
Location:	The Chipping Surgery
Reason:	