## A step by step guide to request a repeat prescription.

1. Log in to <u>www.patient-services.co.uk/login</u> by entering your username and password then clicking log in.

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	Username
	Password
	Log in
	Forgotten username? Forgotten password?
	Register new account
	Smarter. Faster. Better.
	Enjoy the convenience of GP online services with the ability to interact with your GP practice at any time of the day or night, wherever you are.
	Using the Patient Services website on your computer or mobile, you can:
	order prescriptions     book and cancel appointments     view your medical record
	You can register to book appointments using a quick and simple online process. Completing the full registration process later opens up access to all online services. Create an account and get started today.
	The Patient Services team

2. You will be taken to the home screen. Please click on the **My Prescriptions** button.



3. You will be able to see your request history, view your usual pharmacy and request repeat and acute items. Tick the items you would like to request. If you would like to request an item that is not on your repeat please tick the box **'I'd like to request an expired repeat prescription or another medication'**. This will open a text box where you can type in your special request.

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4. Click request. All items you have requested and any messages will now appear. Please check these details are correct and click confirm.

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Confirm Your Request
Please check back online for progress of your prescription request to ensure it has been issued before you pick it up.
Selected Medications
Ramipril 5mg capsules
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5. This will send the request to the Practice. Confirmation that the request has been sent will appear. *Please allow 48 hours for requests to be processed.* 



6. You can check the process of your request on the prescriptions home page and expanding the Request History.

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