

# Ordering Repeat Prescriptions via the Internet

Access the Internet using your web browser icon 

In the area that says 'Search or enter web address', type the following address:

<http://www.boulthamparkmedicalpractice.co.uk>

and press <Return> on your keyboard. You will now see the website.

**Complete the following steps:**

## Step 1

Move down the page (scroll) until you see this picture. 

Click on it once with your mouse button.



## Step 2

On the next screen, enter your **Username and Password** 

issued to you by the Practice. Click on <Login>.

(Speak to Reception to register)

## Step 3

On the next screen, click on '**Medication**' (the second option)

## Step 4

On the next screen, click on '**Medication**' (the first option)

**systemonline**  
BOOK REQUEST REGISTER

**Login**

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

Username   
Password

[Use forgotten my password](#)

**Link Account**  
If you have been given an account ID and linkage information by your practice, you can sign up below.


**Third Party Linked Account**  
[Reset Third Party Linked Accounts](#)  
[Re-Issue Third Party Password](#)

For any further questions or assistance, contact your practice.

## Step 5

The screen where you select your repeat prescriptions is now displayed. Select the options you require by clicking in the boxes so that a tick appears. (Click again to remove) 

## Step 6 (Optional)

There is an option to make a custom request. Click on  the circle so a dot appears and type in the name of the medicine you require in the grey field. (Subject to approval by your GP)

## Step 7

At the bottom of the screen it will tell you where your prescription is to be collected. Click on the <Continue> button 

## Step 8

The next screen allows you to add notes to your requests. Whether you add notes or not you must click the <Request Medication> button to complete your request. 

## Step 9

You will be taken to an Order Summary screen where you can <Close> the website in the usual way.

**Boultham Park Medical Practice**  
Tel: 01522 874444 | Fax: 01522 874466

**Medication**

We are having to make some significant changes to the way repeat prescriptions are ordered. These changes are for safety reasons. [Please click here to further details](#)

**Attending Appointments**

Appointment availability is something we monitor regularly, and is always an area of interest to patients and we would like to thank all of our patients who turn up for their appointments on time. To help patients remember appointments, we offer an email reminder service - please ask at reception for details.

**Medication**

Tick the items you would like to order and press the 'Continue' button. You will then have the opportunity to review the order and add additional notes before it is sent. If the item you require is not listed then make a custom request using the 'Medication request notes' field

Once your request has been submitted, a member of staff at the practice will process your request and issue the medication ready for collection.

Request existing medication

Recent Medication  
There are no recent medications to display.

**Regular Medication**

Drug	Notes
<input checked="" type="checkbox"/> Amtripyline 25mg tablets 112 tablet - ONE IN AM, 1 AT NIGHT Last issued: 22 Mar 2017, Reauthorised	
<input checked="" type="checkbox"/> Diprosalic 0.05%/0.5% ointment (Merck Sharp & Dohme Ltd) Last issued: 22 Mar 2017, Reauthorised	
<input checked="" type="checkbox"/> Simvastatin 40mg tablets 56 tablet - ONE TO BE TAKEN DAILY Last issued: 22 Mar 2017, Reauthorised	
<input checked="" type="checkbox"/> Zapain 30mg/500mg tablets (AMCO) 150 tablet - 1-2 AS REQUIRED FOUR TIMES A DAY Last requested: 29 Apr 17, status Issued	

Make custom request  
Medication request notes  
You can use this field to create a custom medication request using free text.

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

**Request Medication**

The following medications are about to be requested. You should check that these are correct, add notes as required, and press the 'Request Medication' button to complete the request.

Once your request has been submitted, a member of staff at the practice will process your request and issue the prescriptions ready for collection.

Drug	Notes
<input checked="" type="checkbox"/> Amtripyline 25mg tablets 112 tablet - ONE IN AM, 1 AT NIGHT Last issued: 22 Mar 2017, Reauthorised	
<input checked="" type="checkbox"/> Diprosalic 0.05%/0.5% ointment (Merck Sharp & Dohme Ltd) Last issued: 22 Mar 2017, Reauthorised	
<input checked="" type="checkbox"/> Simvastatin 40mg tablets 56 tablet - ONE TO BE TAKEN DAILY Last issued: 22 Mar 2017, Reauthorised	
<input checked="" type="checkbox"/> Zapain 30mg/500mg tablets (AMCO) 150 tablet - 1-2 AS REQUIRED FOUR TIMES A DAY Last issued: 02 May 2017 Last requested: 29 Apr 17, status Issued	

**Medication request notes**  
You can use this field to create a custom medication request using free text.

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

Please collect your prescriptions from Sainsbury's Supermarket, Tritton Road, Lincoln, Lincolnshire, LN6 7QN.

See the Practice Newsletter for more information