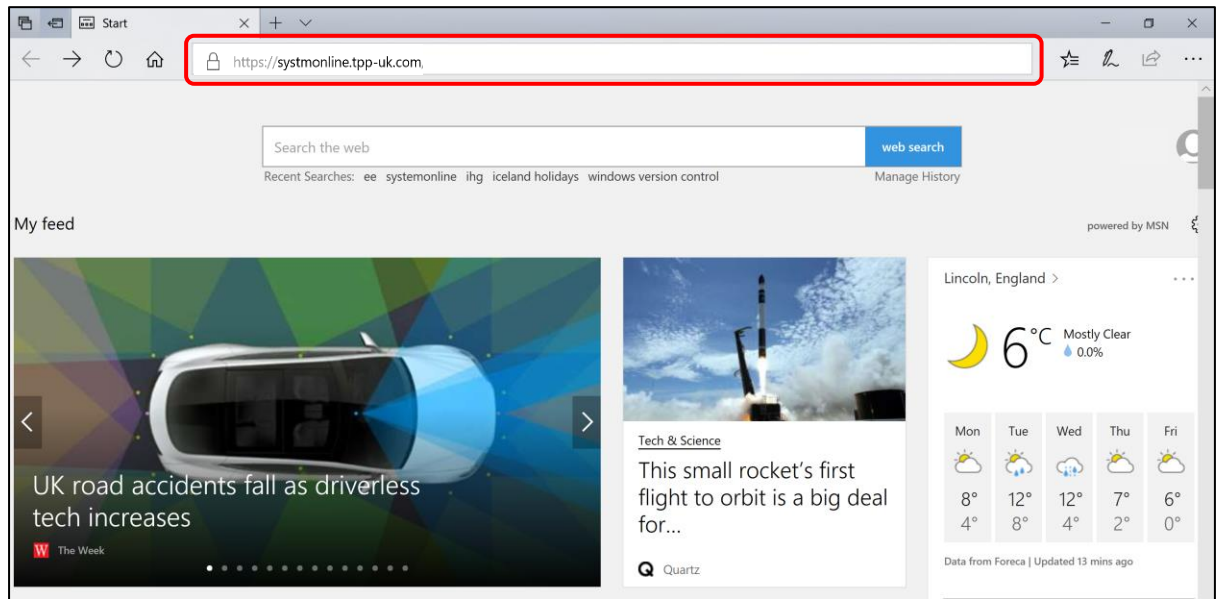


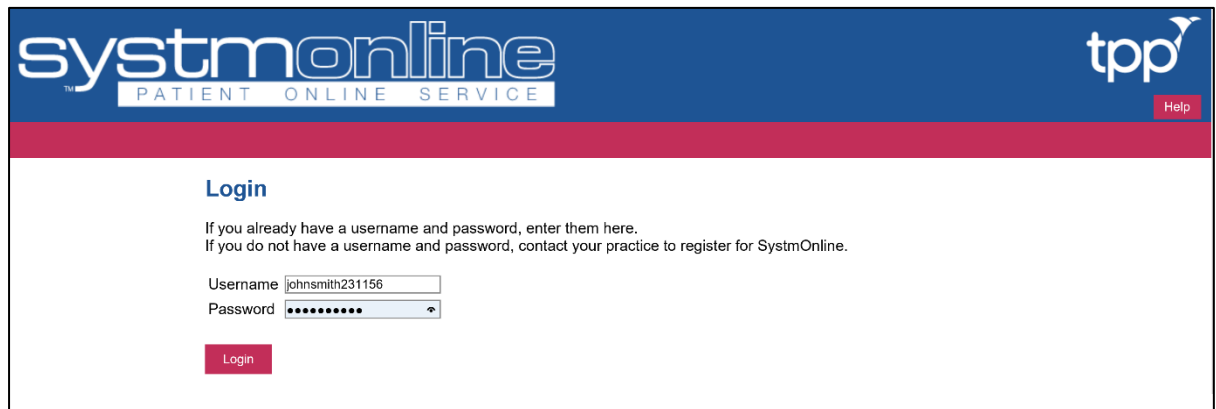
Medical Online Services – Logging On

1. To log in to the online services you can either go to the Practice website at www.boulthamparkmedicalpractice.co.uk and click on one of seven pictures below **Online Services** or alternatively, you can access the services directly by typing the web address <https://systmonline.tpp-uk.com> (The second option is easier!)

Enter the details in the field highlighted in red in the example below

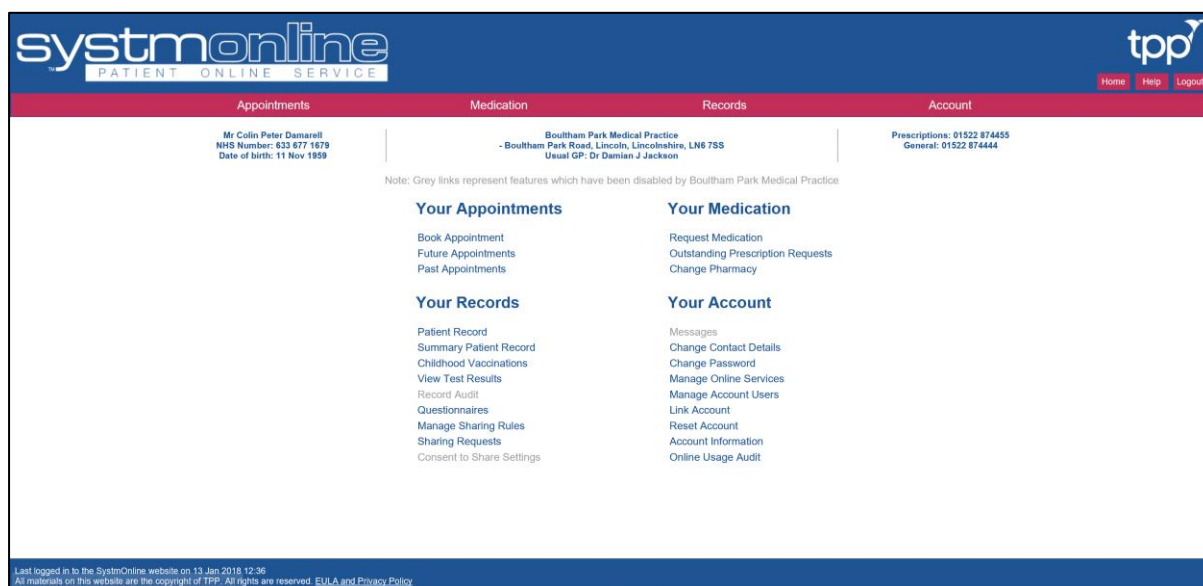


2. Press **<Enter>** as soon as you complete the web address and the Online Services login screen is displayed:



3. Enter your **Username** and **Password** and click on **Login**.

4. The following screen will be displayed:



5. There are four areas which display links to various options. The options are:

- **Your Appointments**

This allows you to book a new appointment within a two week time frame.

It also allows you to view future or previous appointment dates.

- **Your Medication**

This allows you to order authorised repeat prescriptions which are sent to your selected Pharmacy.

It also allows you to check any outstanding orders for repeat prescriptions or change the Pharmacy details to where your prescriptions are sent.

- **Your Records**

This allows you to view different records including your medical history and test results. This is the most common use.

It also allows you to give permission to share your records with other services that have requested your information.

- **Your Account**

This allows you to make changes to your account such as updating your contact details or changing you online services password.

You can also view an audit of who accessed your account and when.

6. Grey links represent features which have been disabled by Boultham Park Medical Practice

7. You can access the same options by using the drop down menus displayed in the Red area at the top of the screen

8. At the top right hand side of the screen you can always return to this main menu screen by clicking on <Home> or leave the online services by clicking on <Logout>