

## Medical Online Services - Your Appointments

1. To log on to the online services using Leaflet No 1 if you are unsure how to do this.
2. Once you have logged on there are three options available under Your Appointments:

Your Appointments

Book Appointment

Future Appointments

Past Appointments

### Book Appointment

3. Click on <**Book Appointment**>  
(As you move your mouse over it will become underlined)
4. The following screen will now be displayed:

systemonline

PATIENT ONLINE SERVICE

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Appointments
Medication
Records
Account

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Boultham Park Medical Practice  
- Boultham Park Road, Lincoln, Lincolnshire, LN8 7SS  
Usual GP: Dr Damian J Jackson

Prescriptions: 01522 874455  
General: 01522 874444

Book Appointment

Available Sessions

Show sessions for period  Show

| Date               | Earliest Time | Latest Time | Location                       | Clinician                  | Session Type | View Appointments |
|--------------------|---------------|-------------|--------------------------------|----------------------------|--------------|-------------------|
| Monday 05 Feb 2018 | 09:50         | 11:10       | Boultham Park Medical Practice | Dr Efeilomo Oteri (Female) | Session      | View              |
| Monday 05 Feb 2018 | 16:00         | 16:00       | Boultham Park Medical Practice | Dr Efeilomo Oteri (Female) | Session      | View              |

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5. The initial display will show available doctors for the next two weeks (if available). You can use the drop down on the right side of the field to display available appointments for a further four weeks:

Show sessions for period  v Show

6. When the alternative dates are shown, click on them and then click on Show


7. The available doctors will now be displayed for the new period with dates:

Available Sessions

Show sessions for period  Show

| Date               | Earliest Time | Latest Time | Location                       | Clinician                  | Session Type | View Appointments |
|--------------------|---------------|-------------|--------------------------------|----------------------------|--------------|-------------------|
| Monday 05 Feb 2018 | 09:50         | 11:10       | Boultham Park Medical Practice | Dr Efeilomo Oteri (Female) | Session      | View              |
| Monday 05 Feb 2018 | 16:00         | 16:00       | Boultham Park Medical Practice | Dr Efeilomo Oteri (Female) | Session      | View              |

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8. The Earliest and Latest Times will be displayed against the relevant doctor. To view the available appointment times for that period, click on 


9. The following screen will be displayed:

### Available Appointments

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

**Session for Dr Efeilomo Oteri (Female) at Boultham Park Medical Practice on Monday 05 Feb 2018**

| Slot Type | Start Time | End Time | Duration (minutes) | Book Appointment  |
|-----------|------------|----------|--------------------|---|
| Slot      | 09:50      | 10:00    | 10                 |  |
| Slot      | 11:10      | 11:20    | 10                 |  |



10. When you are sure which appointment you require, click on 

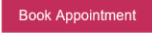

11. The following screen is then displayed:


### Book Appointment

Click Book Appointment to confirm this appointment

|                     |                                |
|---------------------|--------------------------------|
| Date:               | 05 Feb 2018                    |
| Day:                | Monday                         |
| Start Time:         | 09:50                          |
| Duration (minutes): | 10                             |
| Clinician:          | Dr Efeilomo Oteri (Female)     |
| Appointment Type:   | Slot                           |
| Location:           | Boultham Park Medical Practice |
| Reason (optional):  | <input type="text"/>           |

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



12. Type a reason for the appointment (optional) and click on .  
(You may click <Cancel> if this appointment is no longer suitable)

13. A confirmation screen is then displayed which you can print out if required

### Book Appointment

#### Appointment Booking Confirmed

|                     |                                |
|---------------------|--------------------------------|
| Date:               | 05 Feb 2018                    |
| Day:                | Monday                         |
| Start Time:         | 09:50                          |
| Duration (minutes): | 10                             |
| Clinician:          | Dr Efeilomo Oteri (Female)     |
| Appointment Type:   | Slot                           |
| Location:           | Boultham Park Medical Practice |
| Reason:             |                                |

14. Note: Due to the very differing nature and time requirements of nurse appointments, these are not bookable online.

## Future Appointment

15. Click on **<Future Appointment>**

(As you move your mouse over it will become underlined)

16. The following screen will now be displayed:

### Future Appointments

This is a list of pending appointments.  
To cancel an appointment, click the Cancel Appointment button.

| Date        | Day      | Start Time | End Time | Location                       | Details                        | Print Details | Cancel Appointment |
|-------------|----------|------------|----------|--------------------------------|--------------------------------|---------------|--------------------|
| 05 Feb 2018 | Monday   | 09:50      | 10:00    | Boultham Park Medical Practice | Clinician: Dr Efeilomo O Oteri | Details       | Cancel             |
| 08 Feb 2018 | Thursday | 16:30      | 16:40    | Boultham Park Medical Practice | Clinician: Dr Damian J Jackson | Details       | Cancel             |

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17. If there are no appointments booked, a message will be displayed confirming this.

18. Where appointments are booked, these will be displayed in date order. The **<Details>** button will only display the same information for the appointment selected.

19. To cancel an appointment that is no longer required, click on [Cancel](#)

20. A further screen will be displayed:

### Are you sure you want to cancel this appointment?

| Start Time        | End Time          | Location                       | Details                        |
|-------------------|-------------------|--------------------------------|--------------------------------|
| 05 Feb 2018 09:50 | 05 Feb 2018 10:00 | Boultham Park Medical Practice | Clinician: Dr Efeilomo O Oteri |

[Cancel this appointment](#)   [Back](#)

21. To complete the cancellation, click on [Cancel this appointment](#)

22. The following confirmation screen will be displayed:

### This appointment has been cancelled.

| Start Time        | End Time          | Location                       | Details                        |
|-------------------|-------------------|--------------------------------|--------------------------------|
| 05 Feb 2018 09:50 | 05 Feb 2018 10:00 | Boultham Park Medical Practice | Clinician: Dr Efeilomo O Oteri |

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## Past Appointments

23. Select this option to view historical appointments you have attended the last three months:

### Past Appointments

This is a list of recent appointments.

| Date        | Day       | Start Time | End Time | Location                       | Details   | Print Details           |
|-------------|-----------|------------|----------|--------------------------------|---|-------------------------|
| 19 Jan 2018 | Friday    | 17:00      | 17:10    | Boultham Park Medical Practice | Clinician: Dr Vanessa Tan - Same Day Embargo - Finished         | <a href="#">Details</a> |
| 05 Jan 2018 | Friday    | 09:20      | 09:30    | Boultham Park Medical Practice | Clinician: Wendy Purvis - Finished                              | <a href="#">Details</a> |
| 10 Nov 2017 | Friday    | 16:30      | 16:35    | Boultham Park Medical Practice | Clinician: Dr Damian J Jackson - Same Day Embargo - Finished    | <a href="#">Details</a> |
| 01 Nov 2017 | Wednesday | 10:50      | 11:00    | Boultham Park Medical Practice | Clinician: Dr Damian J Jackson - Same Day Embargo - In Progress | <a href="#">Details</a> |
| 26 Oct 2017 | Thursday  | 09:10      | 09:20    | Boultham Park Medical Practice | Clinician: Christina Husband - Finished                         | <a href="#">Details</a> |

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24. Click [Back](#) to return to the main menu screen