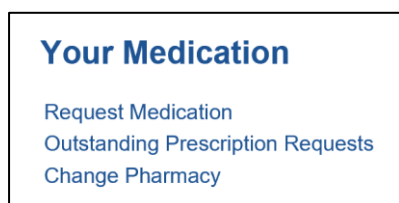


Medical Online Services - Your Medication

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:



Request Medication

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

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
<input checked="" type="checkbox"/>	Amitriptyline 25mg tablets 112 tablet - ONE IN AM, 1 AT NIGHT Last Issued: 01 Aug 2017, Reauthorised
<input type="checkbox"/>	Diprosalic 0.05%/3% ointment (Merck Sharp & Dohme Ltd) 100 gram - USE TWICE DAILY Last Issued: 05 Dec 2017 Last requested 04 Dec 17, status issued
<input type="checkbox"/>	Simvastatin 40mg tablets 56 tablet - ONE TO BE TAKEN DAILY Last Issued: 17 Oct 2017, Reauthorised
<input type="checkbox"/>	Zapain 30mg/500mg tablets (AMCo) 150 tablet - 1 - 2 AS REQUIRED FOUR TIMES A DAY Last Issued: 05 Dec 2017 Last requested 04 Dec 17, status issued

5. The top of the display will show the medication available on repeat prescription for you.
6. Select the medication you wish to request by clicking in the relevant check box. A tick will appear and the medication will be highlighted in grey

<input checked="" type="checkbox"/>	Amitriptyline 25mg tablets 112 tablet - ONE IN AM, 1 AT NIGHT Last Issued: 01 Aug 2017, Reauthorised
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7. Select each medication option you wish to order.
8. Note: There may be medication you cannot reorder if it is too soon to place the order since the last time it was ordered. This is a normal control for repeat prescriptions.

9. Beneath your regular medication list is the option to make a custom request and a confirmation address where your prescriptions may be collected:

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

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

10. You cannot make a custom request at the same time as your regular medication. You will have to restart the process to do this. (See later)

11. Click on **Continue** and the following screen will be displayed:

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
Amitriptyline 25mg tablets 112 tablet - ONE IN AM. 1 AT NIGHT Last Issued: 01 Aug 2017, Reauthorised	<input type="text"/>

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.

Request Medication

Back

12. Click on **Request Medication** and the following summary screen is displayed

Medication Order Summary

A request was sent to the practice to prescribe the following items on 01 Feb 2018 21:54

This prescription will be available to collect from 06 Feb 2018
Your prescription will be ready for collection after two working days (after 2pm)

Item
Amitriptyline 25mg tablets

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

Print Confirmation **Return to Medication**

13. At this point, if you have finished, you can click on **Logout** located at the top right of the screen

Custom Medication

14. If you wish to order custom medication click on <Return to Medication>
15. Ensure you select 'Custom Medication' and enter the description of the medication in the field provided. (This will become white when you select 'Custom Medication')

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

16. Note the warning message in red

17. Click on **Request Medication** and the following summary screen is displayed

Medication Order Summary

A request was sent to the practice to prescribe the following items on 01 Feb 2018 22:22

This prescription will be available to collect from 06 Feb 2018
Your prescription will be ready for collection after two working days (after 2pm)

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

Medication request notes
Enter the details of the medication required in this field

18. At this point you can click on **Logout** located at the top right of the screen

Outstanding Prescription Requests

19. Click on this option if you wish to add notes or cancel a prescription requested in error.

20. The following screen is displayed:

Outstanding Prescription Requests

This page displays outstanding prescription requests which have been made online.

You can amend notes and cancel requests from this screen by clicking on the Amend button next to the medication.

Date	Drug Requested	Notes	Actions
01 Feb 2018	Diprosalic 0.05%/3% ointment (Merck Sharp & Dohme Ltd) 100 gram - USE TWICE DAILY		Amend
01 Feb 2018	Simvastatin 40mg tablets 56 tablet - ONE TO BE TAKEN DAILY		Amend
01 Feb 2018	Zapain 30mg/500mg tablets (AMCo) 150 tablet - 1 -2 AS REQUIRED FOUR TIMES A DAY		Amend
01 Feb 2018	Amitriptyline 25mg tablets 112 tablet - ONE IN AM, 1 AT NIGHT		Amend

[Back](#)

21. To cancel medication ordered in error, or add notes, click on the associated [Amend](#) button to display the following screen:

Amend Prescription Request

Date	Drug Requested	Notes	Cancel
01 Feb 2018	Diprosalic 0.05%/3% ointment (Merck Sharp & Dohme Ltd) 100 gram - USE TWICE DAILY	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>

[Submit](#)

[Back](#)

22. To remove the order, click on the 'Cancel' check box and or if you wish to include notes you forgot to add earlier, type in the notes field and click on [Submit](#)

23. The following summary screen is then displayed

Amend Prescription Request

The prescription request was successfully amended

[Back](#)

24. Click on [Back](#) if you wish to make further amendments or click on [Logout](#) located at the top right of the screen.

Change Pharmacy

25. Select this option if you wish to change where you collect your medication. The following field is displayed:

Change Pharmacy			
GP practices can choose to offer an electronic prescription service to allow clinicians to send a patient's prescriptions electronically to the pharmacy of their choice. You can select your preferred pharmacy from the list below. All future prescriptions will be sent to your preferred pharmacy.			
Pharmacy Name	Address	Distance	Action
LloydsPharmacy Inside Sainsbury's (Current)	Triton Road, Lincoln, LN6 7QN	0.37 miles	Remove
Lincoln Co-Op Chemists Ltd	1A & 5 The Forum, North Hykeham, Lincoln, LN6 8HW	0.63 miles	Choose
Asda Stores Ltd	Newark Road, North Hykeham, Lincoln, LN6 8JY	0.94 miles	Choose
Lincoln Co-Op Chemists Ltd	275 Newark Road, North Hykeham, Lincoln, LN6 8QE	0.97 miles	Choose
Boots	Jasmin Rd, Lincoln, LN6 0QQ	1.19 miles	Choose
Lincoln Co-Op Chemists Ltd	90 Jasmin Road, Birchwood, Lincoln, LN6 0QQ	1.19 miles	Choose
Lincoln Co-Op Chemists Ltd	226 Rookery Lane, Lincoln, LN6 7PH	1.22 miles	Choose

26. Click on [Remove](#) to delete your current pharmacy and click on [Choose](#) adjacent to the pharmacy where you now wish to have your medication dispensed

27. The following confirmation screen is now displayed

You have successfully updated your nominated pharmacy
 This will only affect any future issued prescriptions.

[Back](#)

28. Click on [Logout](#) located at the top right of the screen.