

Application for online access to Appointments and Repeat Prescriptions

Surname	Date of birth
First name	
Address	
Postcode	
Email address	
Telephone number	Mobile number

I wish to have access to the following online services (please tick all that apply):

1. Booking appointments and repeat prescription requests	<input type="checkbox"/>
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I wish to access online services and understand and agree with each statement (tick)

1. I have read and understood the information leaflet provided by the practice	<input type="checkbox"/>
2. I will be responsible for the security of the information that I see or download	<input type="checkbox"/>
3. If I choose to share my EMAIL ADDRESS OR MOBILE WITH ANYONE ELSE , this is at my own risk. I consent to all information being shared, eg appointments, prescriptions will be accessible by all sharing same email address.	<input type="checkbox"/>
4. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement	<input type="checkbox"/>

Signature	Date
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For practice use only

Patient NHS number	Practice computer ID number
Identity verified by (initials)	Date
Method	
Vouching <input type="checkbox"/>	
Vouching with information in record <input type="checkbox"/>	
Photo ID and proof of residence <input type="checkbox"/>	
Authorised by	Date
Date account created	
Date passphrase sent	
Level of record access enabled	Notes / explanation
Prospective <input type="checkbox"/>	
Retrospective <input type="checkbox"/>	
All <input type="checkbox"/>	
Limited parts <input type="checkbox"/>	
Contractual minimum <input type="checkbox"/>	

Creating An Online Account

You will have received a letter from your GP practice. This will contain:

- **Website Address**
 - **Practice ID**
 - **Patient ID (NHS, CHI, or H&C number)**
 - **The Registration Token**
- You will need these details to create your online account.

To Create your Account:

1. Open your Web Browser, go to www.myvisiononline.co.uk, click on the **Register** tab.
2. This will open the Online Services Register screen.

3. Type the **Practice ID** in the required field.

NOTE: This is case sensitive. The number zero will be shown as 0, characters which do not have a line through are letter 'O'.

4. Type your **Patient ID** in the box.
5. Type your **Registration token** in the box.
6. Create a **username**. This must be unique. If the name already exists, registration will fail, change the username and continue.
7. Create a **password**, this must be at least 8 characters long and must contain at least one number or letter. Passwords are case sensitive.



8. Retype the password in the Confirm Password box.
9. Click the tick box to agree terms & conditions and privacy statement.
10. Click the **Register** button to complete the registration process. You will need to activate your online account before it can be used.

11. You will receive an email message, with a link to activate your account. Click on the link.
12. Your online account is now active. You can now proceed to book or cancel appointments and request repeat prescriptions.

Sign In

1. Go to the website www.myvisiononline.co.uk.
2. Click on the **Sign In** tab, type your Practice ID in the required field.

3. Type your username; then type your password in the password box. Remember your password is case sensitive.
4. Click the **Sign In** button; you now have access to Online Services.