- You should receive a username and password via your email once you have successfully registered.
- NB: Password: this should be kept secure: if the nominated person leaves the service, the password must be changed. Responsibility for this lies with the Care Home manager.

REGISTER FOR ONLINE SERVICES	Register for Online Services	×	
To register for our online services you will need to complete this form and then visit the practice, bringing with you <b>one</b> form of identification; such as a driving license, a passport or a dehtif (credit card etc.	Full Name: " Phone Number:	Date of Birth: *	
We will then issue you a username and password.	Address, including postcode:		
Once you are registered you will be able to use the service to:			
Order your repeat prescriptions     Make an appointment     Cancel an appointment     Change your contact details     Review your medications and known allergies	Terms and Conditions		
	I understand that h is my responsibility to keep my account secure by keeping my details confidential Understand that I can terminate my account at any time by constanting the surgest, or change my log in charach by re-neghtaring and that this form will be kept on my decreasic neoreb I understand that my registration will be vested if constantly mixer account appointments.		
	O I understand that I need to attend the practice with ID, b     Submit	afore the request can processed	

#### Step 7:

- Select all medicines required as established from the current MAR chart.
- PRNs: please only order what you need carry forward onto the next month.
- Print off copy for audit trail.
- Check ordering and click on "Send to GP".

## Step 8:

• You will receive a token from your nominated pharmacy. Crossreference this against your printout and address any issues immediately.

## **Further support**

If you feel you might need support ordering repeat prescriptions, please contact the Care Home Team.

## Contact us:

Bedfordshire CCG Medicines Management Care Home Team Telephone: 01525 624378 Email: sharontansley@nhs.net

# Clinical Commissioning Group Ordering Repeat Medication on-line in Care Homes

**Bedfordshire** 

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The aim of this leaflet is to provide care home managers with information on how to order repeat medication online for their care home residents.

Care home managers can share this information leaflet with the residents and their families.

This leaflet is to support the current roll out of online ordering in the care home setting – this includes learning disability in the care home setting.

### What are repeat prescriptions?

Many Bedfordshire residents have a 'repeat prescription,' meaning that they can order certain medication at regular intervals without having to see their doctor every time.

#### How do I order repeat medications?

If you are in a Care Home setting, you can order your repeat medications online via SystmOne.

## How to order repeat medications online

#### Step 1:

• Go onto the nominated GP surgery's webpage

## Step 2:

• Click on "Prescriptions and Medicines Centre" (this may differ according to the practice website).



## Step 3:

• Click on "Request repeat prescription online".



## Step 4:

- Click "Yes" if you have **already registered** for the online services and follow step 5.
- If you have not registered click on "No" and go to Step 6.



## Step 5:

- · Login using your username and password
- Go to Step 7.

	tpp
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 SystmOnline. Username Password Pa	
Egge Tive forced my passavoid Link Account If you have been given an account ID and linkage information by your practice, you can sign up below. Sign up Third Darld Linkad Account	
Find Party Entred Accounts         Be-Issue Third Party Passphrase         For any further questions or assistance, contact your practice.         Image Store         Image Store         Image Context and Context your practice.	

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#### Step 6:

- If you have not already done so, register your details for the online service.
- Contact your surgery to obtain a code (the code can be changed to a more memorable password).