

## Vision Online Service | Registering Guide

### Signing Up

Once you have confirmed your email address and I.D. with reception, you will be given your registration information.

14 September 2018  
Headbridge Surgery  
Whitehead  
Carrickfergus  
Co. Antrim  
BT28 9TD  
Tel: 02843 232454 Fax: 02 373625

Dear Miss Linda Test  
Thank you for expressing an interest to use Patient Services.  
To register please go to the following website: [www.patient-services.co.uk](http://www.patient-services.co.uk)

The following details are required to complete the registration:

Practice ID:	200382
Patient ID:	999999972
Registration Token:	KRETDJKNV (Expires on 15/11/2016)

On completion of the registration process, you will be able to login and use Patient Services.

**National Registration**  
Patient Services will be adopting a national registration process during 2016. Registrations occurring after this point will require the following details:

Practice ID:	200382
Account ID:	185647
Linkage Key:	AFKdZkeRRTYbua?

Yours Sincerely,  
Headbridge Surgery

Practice ID Number: 200382  
Patient ID Number  
Registration Token  
The National Registration details  
**DO NOT APPLY** to Northern Ireland.  
Please disregard.

Access your internet browser and go to: [www.patient-services.co.uk](http://www.patient-services.co.uk) ;below is a screenshot of how the page will look.

This website needs to be used each time you want to order a prescription. **You cannot order prescriptions via [www.meadowbridgesurgery.co.uk](http://www.meadowbridgesurgery.co.uk)**

We use cookies to track usage and preferences. [I Understand](#)

Home Services Login Register

Welcome

Manage your healthcare online

Common Health Questions Health News NHS Live Well Conditions & Treatments

## Creating your account

### Registration

Please enter your practice ID to continue

Practice ID

Submit

[I need help finding my practice](#)

Select **Register** and follow each step as it appears.

The Practice ID is Z00382

*0 is the number zero and not the letter O*

## Registration

Your practice has not yet been moved to the new website.

When we are ready to move you over, after you login you will be prompted to switch to the new site.

If you are prompted with the above message, you have put in the Practice ID incorrectly and should try again.

Your **Patient ID** is the second 10 digit number noted on your registration form, followed by your **Registration Token**.

**DO NOT use any of the National Registration Information**



The screenshot shows a website header with a heart icon, 'patient services', 'Login', and 'Register' links. Below the header is a blue bar with the word 'Registration'. The main content area is titled 'Create your account' and 'Registration Details'. It includes a note: 'You must collect a letter from your surgery before you can register for this service.' There are three input fields: 'Practice ID' (containing 'Z00382'), 'Patient ID', and 'Registration Token'. A note below the fields says: 'Please enter the following details as provided on your registration letter.'

**Your registration token only last a few weeks from the date you received it from reception.**

It is important you register before the expiry date noted. If you are unable to register before this date, please return to reception and request a new registration form.

## Account Details

Select a username to use the service. As it's a national system you may have to vary your request or include numbers to find a free username.

Username

linkstest01

Someone else is already using this username, please choose another.

### Account Details

Your username must be at least 3 characters in length, start with a letter and contain any combination of letters, numbers, dots and hyphens.

Username

To help secure your account, please ensure your password meets the following rules:

- Minimum 8 characters in length
- Matches 3 of 4 from the following:
  - > Contains an uppercase letter (A..Z)
  - > Contains a lowercase letter (a..z)
  - > Contains a number (0..9)
  - > Contains a symbol (such as !, ?, @ etc.)
- Password and confirmation match

Password

Confirm Password

Select a password for the service, ensuring it meets the criteria specified:

Minimum 8 characters in length & matches 3 of 4 from the following:

- Contains an uppercase letter (A..Z)
- Contains a lowercase letter (a..z)
- Contains a number (0..9)
- Contains a symbol (such as !, ?, @ etc.)
- Password and confirmation match

## Account Recovery Details

Finally enter in your account recovery information. This is your first name, surname, email address with an email confirmation and your date of birth.

## Terms & Conditions

Once you have agreed to the terms and conditions & privacy policy. Select the box to tick and click Register.

I agree to the [Terms & Conditions](#) and [Privacy Policy](#)

Register

## Email Verification Sent

Once you have registered you will be sent a verification email to confirm your email address.

### Email Verification Sent

Your registration is nearly complete. In order to access any services you must verify your email address by clicking the link we have sent to your inbox. Once you have verified your email you can then log in.

Open your emails and find the email that has been sent. You should have **x3 emails** from [noreply@thesurgery.com](mailto:noreply@thesurgery.com)

1. 1<sup>st</sup> email will be a PDF/document of your registration form.
2. An email verification link
3. A confirmation code.

The email containing your PDF/document can be ignored but if there should you want to retain a copy.

Open the email verification link and click on the link (*only click on links from senders that you are expecting*)

### Patient Services Email Verification

Dear Links Test,

In order to gain full access to the new Patient Services website, please verify your email address by clicking the following link:

[Email verification](#)

Your email address will be used to assist you in changing your credentials or regaining lost access to your account.

Thank you for helping us maintain the security of your account.

The INPS Patient Services website team

This notification has been sent to the email address associated with your Patient Services online account.  
This email message was auto-generated. Please do not respond.



✓ Your email has been successfully verified.

Please login to access your services.

Login

Once your email has been verified you will be given this message on screen.

Now login to your new Vision Online Services account.

## Activating your account

Once you have logged into your account you will see the prompt.

## Welcome

⚠ You have not yet activated your practice account. [Activate here!](#)

The 3<sup>rd</sup> email will contain this activation code. Open your email and either copy and paste the code or write it down to be transferred over. *(Please ensure to keep the code in capitals)*

**If you have not received this activation code please contact Meadowbridge Surgery on 02893 353454.**



Once you have entered the code successfully you will be given this message. You are now able to order your prescriptions online.

## Ordering Prescriptions

To order a prescription, select prescriptions on the top blue bar. You will be displayed the page below.

- Available requests will show all medications available for you to order online.
- Past prescriptions will show items that you have had in the last few months but cannot order.

Some items you order regularly may not show, this is because they need to be reapproved by the GP. All medications are reapproved at some point over the year. These medications can still be ordered via the text box at the bottom of the screen for additional notes.

*(DO NOT use this text box for symptoms based issues)*

Once you have selected your medications and submitted the request you will be given a confirmation message advising it has been sent to the chemist.

