

# How to set up Patient Access registration with Billesdon Surgery

<https://patient.emisaccess.co.uk>

**Register**

**Have a letter from your practice?**  
Click register below and enter the details.

**No letter but would like an account?**  
Click to register to see if Patient Access is available to you.

**Register**

## Step 1.

At the Patient Access screen click on the green “Register” button.

**Register**

Have you received a registration letter from your practice?

Yes  No

If you don't have a registration document, you can still register for Patient Access online.

Firstly we will need to check if your GP practice offers Patient Access. Please enter the postcode of your GP practice below. If you don't know it, enter your own postcode.

Please note: This service is currently only available in England.

Postcode \*  X

**Next**

## Step 2.

On the next screen, click “No” to the question: “Have you received a registration letter from your practice?”

Enter your postcode in the box.

Click Next.

**Practice Search**

Search details

We found 4 GP practices within 5 miles of  **Update**

Show the nearest  results

Please select your practice from the list below:

**Billesdon Surgery - 0 miles from LE7 9AJ**  
4 Market Place, Billesdon, Leicester, LE7 9AJ  
Telephone: 0116 259 6206

## Step 3.

Enter LE7 9AJ, the postcode for Billesdon Surgery and select **Billesdon Surgery** as your practice from the list on the left.

Wait for the map to appear (it may take a few moments) then click on the green “Billesdon” map marker.

Click Next.

## Step 4.

Enter your personal details in the boxes. Your registration may not work if these details don't match what we have on record. If you are unable to continue registration you'll have to contact the surgery to verify we have the right information about you.

Enter your chosen password. The password strength indicator is a measure of how secure your password is. A “strong” password is the most secure and it is highly recommended you create a strong one.

Click Next.

*For an example of a strong password, think of a sentence or saying that means something to you and then pick the first letter of each word in that sentence/saying. Add at least one number in somewhere. A combination of numbers and letters is harder to guess or crack with a computer program.*

*For example:*

*Mpntb8IL (“My password needs to be 8 letters Long”).*

**Register**

Great news! Billesdon Surgery offers Patient Access. Please enter your details below to create an account.

**About you**

Surname \*

Date of birth \*

Sex \*

House name/number \*

Home postcode \*

**Your account**

Choose a password \*

Confirm your password \*

Password strength

**Next**

## Register

Finally, please complete this security and contact information so that we can help you in the event that you forget your details.

### Contact details

Email

Mobile number

*Note: These patient-specific contact details are held by your practice and used if you need to reset your password. If they are incorrect please update them.*

**Important:** the details are added to your medical record and could be used by your practice to contact you.

### Security questions

Security question 1 \*

Security answer 1 \*

Security question 2 \*

Security answer 2 \*

**Please enter at least 2 security question(s)**

*Note: Adding or Removing a security question will clear all unsaved data you have already input on this page.*

Read the [terms and conditions](#) before continuing

By ticking this box, I agree to the Terms and Conditions

### Step 5.

If we have a record of your email address and mobile number it will appear in the boxes on this page. If these details are incorrect you must let us know. What you enter here will add to the record we hold on our clinical system and we may use the email address and/or mobile number to contact you.

Choose a question and then an answer from the two security question boxes. The information you enter here will be used in the possible event you forget your log-in details.

You can read the terms and conditions by clicking on the green underscored words "terms and conditions". You must tick the box that you agree to these terms and conditions in order to proceed.

Click Next.



## Register

Congratulations, you have now successfully created an account.

### Your login details

User ID:

**Please make a note of your User ID before signing in.**

Password: *Your chosen password*

### Step 6.

If you see this screen you have successfully registered with Patient Access. Make a note of your User ID. If you receive an error message to say the request could not be completed at this time please try to register again (close the Patient Access website and re-open it to try again from the beginning).

If at any stage you get an error message to say "the details you have entered do not match...", make sure you entered the correct details and that the information about you we have on record is up to date.

Once you are registered you can click on the Sign In button to log into your account.

### Ordering of repeat prescriptions and booking appointments

**You can only book one appointment after registering. Before you can order your repeat prescriptions or to book further appointments we need to accept your registration request in our clinical system. This process is carried out regularly during normal opening times during the week. Please allow at least 24 hours after registering before ordering your prescriptions or booking more than one appointment. If registering during a weekend or bank holiday you'll need to wait until 9am on the first working day before ordering your medication or booking more appointments.**

 Due to essential maintenance the Patient Access site will be unavailable between 14:00 and 14:30 today (10/10/13)

## Welcome to Patient Access

Patient Access lets you use the on-line services of your local practice. These may include arranging appointments, repeat medication, secure messages, medical record and updating your details.

### Register

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### Sign in

[Get my User ID](#)

[I forgot my User ID or Password](#)

Remember my User ID

Requires cookies 

If you are unable to log into your account the Patient Access website might be undergoing maintenance, during which time you will be unable to access your account.

If the website is down for maintenance a message will appear in the green section of the Home page, as seen here.

Please try again later when the site is back up and running.

Billesdon Surgery does not run or maintain the Patient.co.uk website and Patient Access services.

If you require technical assistance please visit the Knowledge Base by clicking on "Help" in the upper right-hand corner of the Patient Access log-in screen, or go here: <http://patient.uservoice.com/knowledgebase>.

You can also get technical support by clicking on "Contact Support" on the right-hand side of the Knowledge Base page.