ONLINE SERVICES: REGISTERING FOR ONLINE APPOINTMENTS

1. Complete the Application for Online Services Registration form. This can be downloaded from our website www.bankstreetmedical.co.uk or collected from our reception desk.

2. Please hand the completed and signed registration form to our duty receptionist (for security reasons this should be done by the person requesting registration).

3. Your registration details will be captured into a secure database by a member of the practice staff.

4. A confirmation letter will be sent to the address stated on the registration form.

5. On receipt of the confirmation letter, please click on the "Book or cancel your appointments online" link which is located on our website.

6. This will open a new page called "Patient Access"

7. Click on "Register" and you will be asked to enter the details provided in your confirmation letter.

8. Please take a note of your User ID and Password as you will need this to login.

9. Once this is completed, you will be able to login to book/cancel appointments.