

How to... Register for online appointments

The Online Appointments System allows you to use the internet to book an appointment at the surgery.

Before you use the system, you must register and receive a username and password. In order to register...

Select "Register" from the "Online" menu at the top of the screen...



This will bring you to the registration page...

Sep 8

Chawton Park Surgery

Signup for Appointments Online

To signup you must provide us with some personal information to allow us to verify your identity. Based on the information you give us we will contact you either with instructions as to how to access the service or, if we're not sure of your identity, to ask you to come in and make an application in person.

[Click here to login if you have already signed up](#)

Your name *

Your postcode *

Your date of birth * 8 September 1994

Your NHS number

Your e-mail address *

* mandatory information



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Your name	* <input type="text" value="Joseph Bloggs"/>	← Full name
Your postcode	* <input type="text" value="GU34 1AB"/>	← Postcode
Your date of birth	* 8 ▾ September ▾ 1994 ▾	← be sure to change this!!
Your NHS number	<input type="text"/>	← leave blank - not required
Your e-mail address	* <input type="text" value="joe.bloggs@myfirm.co.uk"/>	← Email
<input type="button" value="Sign Me Up"/>		

* mandatory information

The first three lines of this information is used to find your details at the surgery...

- Enter your full name
- Enter your postcode
- Enter your date of birth using the dropdown boxes. Be sure to change this from the default date which appears in the form!!
- There is no need to enter your NHS number.
- Your email address **IS** required, in order to confirm receipt of the information.

When you have keyed all the required information, click the "Sign Me Up" button.

An acknowledgement screen will then appear...

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✓ Your request was successfully submitted

What Happens Next?

Your signup request will be processed in due course. If we can verify your patient details then you will be sent instructions on how to access the service, if not we will contact you for more information.

You must now await a letter from the surgery, containing your user name and password.

This may take a couple of days. When you receive this letter, you will be able to log in and book an appointment.