

Dr Morgans & Partners

81 Prestwood Road West
Wednesfield
Wolverhampton
WV11 1HT
Tel: 01902 721021
Fax: 01902 306225

Bushbury Health Centre
Hellier Road
Wolverhampton
WV10 8ED
Tel: 01902 394830
Fax: 01902 444479

Dunkley Street Surgery
41 Dunkley Street
Wolverhampton
WV1 4AN
Tel: 01902 423559
Fax: 01902 444922

Our practice guidance for EMIS Access

Before you begin to use EMIS Access we would appreciate it if you could read the following guidance regarding the booking of appointments over the Internet. Please keep this page of the document for your own reference

A document containing your pin number and log on details will be sent out to you as soon as the practice receives your signed consent form. Please memorize and destroy this document as it contains your personal information.

Reasons for Appointment

We would ask that you enter a reason for your appointment in the box provided when booking an appointment this gives us the opportunity to ensure that it is appropriate for you to see the doctor rather than a nurse. Please be assured that all details entered are secure and cannot be intercepted. Our practice has a strict confidentiality policy.

Missed Appointments

Please let us know if you will be unable to attend an appointment that you have booked online. Either contact us by telephone to cancel it or cancel it online. This will allow us to offer the appointment to another patient.

We realise that there are valid reasons for not attending, however we will be monitoring such occurrences on a regular basis. **If you miss an appointment more than three times in one year we will remove your facility to use EMIS Access**, however you will still be able to book appointments with our receptionists.

Nurses & HCA (Health Care Assistants) Appointments

These are limited due to the nature of the appointments

Doctors Appointments

Please ensure that you book the appointments appropriately. If you are unsure as to whether it is appropriate for you to see a nurse or a doctor please contact us by telephone.

Doctors Appointments	Nurses Appointments	Health Care Assistants Appointments
Suspected illness	Smears	Blood Pressure
Illness	Childhood/baby immunisations	Weight
Follow ups to previous consultations	Travel Vaccinations	ECG's
Medication reviews	Dressings, ear syringes, removal of stitches.	Blood tests (before 12pm only)

Dr. J. P. Morgans M.B., Ch.B

Dr. E. Ball M.B., Ch.B., DRCOG., MRCGP

Dr. C. Pillay M.B., Ch.B., MRCGP

Dr. A.J. Cook M.B., Ch.B., DRCOG, MRCGP

Dr. J.L.C Luis M.B., Ch.B.

Dr. N. Akhtar M.B., Ch.B., DRCOG., DFFP (LOCIUT)

Dr. S. Rafiq BSc., MBBS, MRCGP, DRCOG, DFFP, Dip Derm

Dr. C. McDermott BM, BS, BMedSci, MRCGP, MRCP, DRCOG, DFSRH

Dr Morgans & Partners

81 Prestwood Road West
Wednesfield
Wolverhampton
WV11 1HT
Tel: 01902 721021
Fax: 01902 306225

Bushbury Health Centre
Hellier Road
Wolverhampton
WV10 8ED
Tel: 01902 394830
Fax: 01902 444479

Dunkley Street Surgery
41 Dunkley Street
Wolverhampton
WV1 4AN
Tel: 01902 423559
Fax: 01902 444922

Booking appointments at the correct surgery

Please ensure you choose the correct site you visit for your appointments. If you book at the incorrect site and do not attend the appointment there this will be classed as a DNA appointment and you may have your online access removed.

The Surgery = 81 Prestwood Road West Surgery.

Bushbury Health Centre = Hellier Road Surgery

Dunkley Street = 41 Dunkley Street Surgery.

Appointments for Family Members

Unfortunately the system is not flexible enough to allow you to book appointments for family members.

Emis Access is only available to patients aged 16 and over.

Please Do Not make appointments in your name for other family members as we may remove your facility to book online.

Inappropriate use

We will be monitoring the use of this service and we are sure that you will find it most useful. If however we find that any users are abusing the service, we will revoke your access to the service and you will have to liaise with our reception team for services.

We would consider inappropriate use as: Sending inappropriate or abusive messages, booking appointments and not using them more than 3 times a year, booking appointments for other family members using your name, consistently booking inappropriate appointments with the doctor.

Dr. J. P. Morgans M.B., Ch.B

Dr. E. Ball M.B., Ch.B., DRCOG., MRCGP

Dr. C. Pillay M.B., Ch.B., MRCGP

Dr. A.J. Cook M.B., Ch.B., DRCOG, MRCGP

Dr. J.L.C Luis M.B., Ch.B.

Dr. N. Akhtar M.B., Ch.B., DRCOG., DFFP (LOCIUT)

Dr. S. Rafiq BSc., MBBS, MRCGP, DRCOG, DFFP, Dip Derm

Dr. C. McDermott BM, BS, BMedSci, MRCGP, MRCP, DRCOG, DFSRH

Dr Morgans & Partners

81 Prestwood Road West
Wednesfield
Wolverhampton
WV11 1HT
Tel: 01902 721021
Fax: 01902 306225

Bushbury Health Centre
Hellier Road
Wolverhampton
WV10 8ED
Tel: 01902 394830
Fax: 01902 444479

Dunkley Street Surgery
41 Dunkley Street
Wolverhampton
WV1 4AN
Tel: 01902 423559
Fax: 01902 444922

Agreement to Practice Guidelines for the use of EMIS ACCESS

Patient Name:..... **DOB:**

Contact Phone Number:

I have understood and will adhere to the practice guidance for the use of EMIS Access. I understand that failure on my part to adhere to the guidance may result in my EMIS Access registration being terminated. I understand that this will in no way affect my registration with the practice.

Signed _____

Dated _____

Dr. J. P. Morgans M.B., Ch.B

Dr. E. Ball M.B., Ch.B., DRCOG., MRCGP

Dr. C. Pillay M.B., Ch.B., MRCGP

Dr. A.J. Cook M.B., Ch.b, DRCOG, MRCGP

Dr. J.L.C Luis M.B., Ch.B.

Dr. N. Akhtar M.B., Ch.B., DRCOG., DFFP (LOCIUT)

Dr. S. Rafiq BSc., MBBS, MRCGP, DRCOG, DFFP, Dip Derm

Dr. C. McDermott BM, BS, BMedSci, MRCGP, MRCP, DRCOG, DFSRH