

## How to view your medical information online

The first thing you will need to access your online records is to be registered with System Online.

If you are not registered with System Online, please call us on **01903 734999** and let a member of the team know, that you would like to register.

We are then able to send you all the information you need via email, text message or in the post. Please let us know your preference and then you will be able to set up your account.

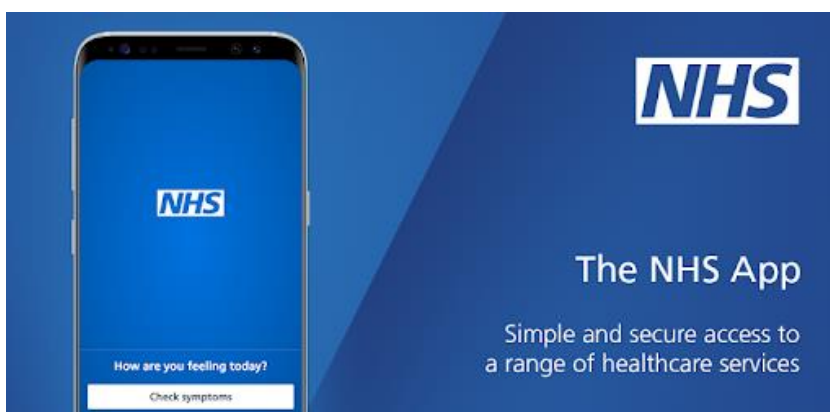
### **Using this system you can do the following and more:**

- Book appointments
- Order repeat prescriptions
- View medical records

*\*Please note some services may not currently be available*

If you experience any issues with accessing your online records, please give us a call on **01903 734999** so we can assist you further.

You will also need online services to access some features within the NHS App. To find out more information about the NHS App visit - <https://www.nhs.uk/nhs-services/online-services/nhs-app/>



## Viewing your records

1. Visit our website [www.theparksurgery.co.uk](http://www.theparksurgery.co.uk) and click on 'Online Services' at the top of the page, this is located on the menu.

Home   Appointments   **Online Services**   Our Services

2. On the page you will see all the online services you can access. Under the System Online heading, you will see a 'Login Here' button. Please click to proceed.

Online Services

System Online

To use the SystemOnline web service, you need a username and password which is generated by the surgery. You can now order your repeat prescription online. Click [here to login](#) once you have your username and password. If you have any problems using the service please contact the surgery.



systemonline  
BOOK REQUEST REGISTER

(Please note some services may be suspended due to COVID-19):

Signing up to this service will allow you to do the following:

- Book appointments
- Order repeat prescriptions
- View medical records

**Login here**

3. The System Online login page will appear. You will need to enter your login details and press login. If you are experiencing any issues with this please call us on 01903 734999.

## Login

If you already have a username and password, enter them here.

If you do not have a username and password, contact your practice to register for SystemOnline.

Username

Password

Login

[I've forgotten my password](#)

4. You should now be able to see the below information, if you have successfully logged in. Some features may not be available at this time.

Medication	Records	Account
<p>estPatient   <b>The Park Surgery</b> The Park Surgery, St. Floras Road, Littlehampton, W Sussex, BN17 6BF Usual GP: Dr A Park Surgery LTN   General: 01903734999</p>		
<p><b>Coronavirus (COVID-19)</b>  <a href="#">Get information about coronavirus on NHS.UK</a>            Do not book a GP appointment if you think you might have coronavirus.            Stay at home and avoid close contact with other people.  <a href="#">Use the 111 coronavirus service to see if you need medical help</a></p>		
<p>Note: Grey links represent features which have been disabled by The Park Surgery</p>		
<p><b>Your Appointments</b></p> <ul style="list-style-type: none"> <li>Book Appointment</li> <li>Future Appointments</li> <li>Past Appointments</li> </ul>	<p><b>Your Medication</b></p> <ul style="list-style-type: none"> <li>Request Medication</li> <li>Outstanding Prescription Requests</li> <li>Change Pharmacy</li> </ul>	
<p><b>Your Records</b></p> <ul style="list-style-type: none"> <li>Patient Record</li> <li>Summary Patient Record</li> <li>Childhood Vaccinations</li> <li>View Test Results</li> <li>Record Audit</li> <li>Questionnaires</li> <li>Consent to Share Settings</li> </ul>	<p><b>Your Account</b></p> <ul style="list-style-type: none"> <li>Messages</li> <li>Change Contact Details</li> <li>Change Password</li> <li>Manage Online Services</li> <li>Manage Account Users</li> <li>Link Account</li> <li>Reset Account</li> <li>Account Information</li> <li>Online Usage Audit</li> </ul>	

5. You will see different options at the top of the page. If you scroll over each option it will show you the different options you have on System Online. For example I have highlighted records.

Medication	Records	Account
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- There is a lot of information that can be found under 'Records'. For this example we will be looking at past vaccinations. If you click on the option patient record, you will see options to filter the information you want to see.

The information displayed on this page has been taken from The Park Surgery

Show events between   
 and   
 Include data recorded with an unknown date  
 Recorded by   
 Entry type   
 Text Search

- For vaccinations change the date options to the time period you wish to see. Then you need to change the entry type to Vaccination.

The information displayed on this page has been taken from The Park Surgery

Show events between   
 and   
 Include data recorded with an unknown date  
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 Entry type   
 Text Search

- You should now be able to see all the Vaccination information from the dates that you selected.

03 Nov 2016		The Park Surgery (General Practice)
Vaccination		
11 Aug 2015		The Park Surgery (General Practice)
Vaccination		
08 Jul 2015		The Park Surgery (General Practice)
Vaccination		
08 Dec 2014		The Park Surgery (General Practice)
Vaccination		
19 Sep 2014		The Park Surgery (General Practice)
Vaccination		
26 Sep 2011		The Park Surgery (General Practice)
Vaccination		
22 Dec 2010		The Park Surgery (General Practice)
Vaccination		
08 Oct 2010		The Park Surgery (General Practice)
Vaccination		
06 Oct 2010		The Park Surgery (General Practice)
Vaccination		
06 Oct 2010		The Park Surgery (General Practice)
Vaccination		