



Teviot Medical Practice

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Dr June Bell MBChB MRCGP DPD
Mrs Carol Messer Practice Manager

Patient Access – Application to register

Please note: Access to Patient Access will be at the discretion of the GP Partners.

This facility will provide access to selected routine GP appointments. Appointments may also be cancelled online at any time prior to the appointment time. The use of this facility will be monitored and, if misused, access may be withdrawn. The facility will also provide access to repeat medications, allowing you to order these when required.

To apply please provide your details below **and** sign and date the attached declaration (see over):

Name

Date of Birth

Address

.....

..... **Postcode:**

Usual GP

Email address

Tel Number – Landline: **Mobile:**

If your application is accepted you will be provided with your own unique registration details along with a copy of the terms and conditions of use (**please see overleaf**).

Once issued it is the responsibility of the patient to keep the registration details secure.

If the form is lost or stolen before registration has taken place the Practice should be notified straight away by telephone or in person and a new letter will be issued.

Signed:

Date:

PLEASE READ AND SIGN THE TERMS AND CONDITIONS OVERLEAF



RCGP Scotland
2002-2005

TEVIOT MEDICAL PRACTICE

Patient Access – Terms and Conditions

- To apply for on-line access to the Practice's appointment booking system, and repeat prescribing, patients must complete the declaration below and return this form to the Practice Manager.
- Applications are "one per patient". Acceptance of one member of a family does not imply acceptance of other/further family members.
- Applications for on-line access will not be considered for patients who are under the age of 16.
- Where access is granted, registration details (PIN, Practice ID, Access ID and CHI No) will only be released direct to the patient.
- Where access is refused this will be in writing. A reason will only be given at the discretion of the Partners.
- Patients with a history of non-attendance at pre-booked appointments without cancelling will not normally be granted access to on-line appointment booking.
- On-line appointments booked are to be cancelled by the patient as soon as it is determined that it is no longer required.
- The Practice will not allow misuse of the on-line system and will monitor usage by individual patients. Where it is considered that a patient is misusing the system or is acting in a way detrimental to the availability of the appointment system a warning letter will be issued. Where the situation does not improve, or recurs, access will be removed permanently and without further notice, at the discretion of the Partners.
- Approved access requests will be notified along with access instructions and a copy of these Terms and Conditions.
- Requests for re-issue of access log-in details will be via post, re-issue in all cases will be to the registered address.
- The free text box within Repeat Prescribing should only be used for messages, i.e. if requesting double if going on holiday. The box is NOT to be used for any medication requests which are NOT on your repeat list**
**** Note prescribing requests for medication which is NOT on your repeat list must be in written format handed in to reception desk or posted to the Practice.**
- The status of repeat requests should be checked before collecting any medications from the Pharmacy. Please allow **48 hours** from your online confirmation time before collecting your medication from the pharmacy.
- Messages within Repeat Prescribing should be checked, after requesting medications, to confirm that they have been prescribed.
- For Emergency Repeat Medication requests please report to the reception desk so these can be actioned by the Emergency Doctor.

Agreement

I agree to the above Terms and Conditions, and others which may be reasonably imposed from time to time at the discretion of the Partners.

Signed:

Name:

Date:

