

Making Appointments

1. From the My Health Online front page, click on My Account, select Appointments from the menu on the left of the screen. Click here to book a new appointment.
2. Select an appointment from the list, or use the drop down filters to edit the selection.

Appointments
Please contact the practice if cancelling an appointment due TODAY.

Book an appointment
Please be aware this service is for booking a routine appointment only and is not suitable for emergency appointments or for people who need urgent medical care.

- For emergency appointments please ring the surgery
- For life threatening emergencies dial 999
- For general Medical advice ring NHS Direct on 0845 46 47, or go to www.nhsdirect.wales.nhs.uk
- If the surgery is closed please contact the Out of Hours GP Service for the area

Date	Day	Time	Clinician/Clinic	Location	
This Week	Any	Any Time	Any Clinician/Clinic	Any Location	Search
4 Feb 2011	Friday	11:30 AM - 11:40 AM	Carol Satum	The INPS Practice	Details Book
4 Feb 2011	Friday	11:30 AM - 11:40 AM	Michael Neptune	The INPS Practice	Details Book
4 Feb 2011	Friday	11:40 AM - 11:50 AM	Carol Satum	The INPS Practice	Details Book
4 Feb 2011	Friday	11:40 AM - 11:50 AM	Michael Neptune	The INPS Practice	Details Book
4 Feb 2011	Friday	11:50 AM - 12:00 PM	Carol Satum	The INPS Practice	Details Book
4 Feb 2011	Friday	11:50 AM - 12:00 PM	Michael Neptune	The INPS Practice	Details Book
4 Feb 2011	Friday	2:40 PM - 2:50 PM	Michael Neptune	The INPS Practice	Details Book
4 Feb 2011	Friday	3:10 PM - 3:20 PM	Carol Satum	The INPS Practice	Details Book
4 Feb 2011	Friday	4:00 PM - 4:10 PM	Carol Satum	The INPS Practice	Details Book
4 Feb 2011	Friday	4:10 PM - 4:20 PM	Michael Neptune	The INPS Practice	Details Book

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3. Select an Appointment and click the **Details** link, check the Appointment details and click **Book Appointment**.
4. Click **Confirm Booking** to complete.
5. You will receive an **Appointment Details: Successful message** on screen and an email to confirm this booking.

Cancelling Appointments

1. From the My Health Online front page, click on My Account, select Appointments from the menu on the left and review your booked appointments.
2. Click Cancel for the appointment you wish to delete. Select a cancellation reason from the drop down list.
3. Check the details, and then click Cancel.
4. You will receive a confirmation message on screen and an email to confirm cancellation of this appointment.

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My Health Online



GIG
CYMRU
NHS
WALES
Gwasanaeth
Gwybodeg
Informatics
Service



My Health Online
Patient's User Guide
Online Appointments
V1.0

www.myhealthonline-emisweb.wales.nhs.uk

Creating A My Health Online Account

You will have received a letter from you GP Practice. This will contain:

- **Website Address**
- **Practice ID**
- **Access ID**
- **PIN**

You will need these details to create your My Health Online account.

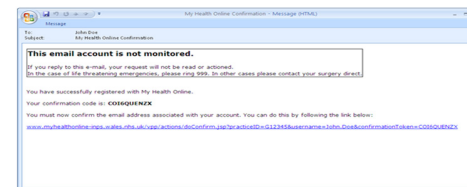
To Create your Account:

1. Go to www.myhealthonline-emisweb.wales.nhs.uk and click on the "create your account" link.

The image shows a progress bar at the top with the text "Your progress:" followed by a blue bar. Below it is the heading "Register" and a sub-heading "You should have been provided with the following details. If not or if you have any problems contact your practice." The registration form has four input fields: "PIN", "Practice ID", "Access ID", and "NHS Number", each with a red asterisk to its left. At the bottom of the form are three buttons: "Cancel", "Reset", and "Next". Below the form, a red asterisk is followed by the text "Indicates a required field."

3. Type the **Practice ID** in the required field.
4. Type your **Access ID** in the box.
5. Type your **PIN** in the box.
6. Create a **username**. This must be unique. If the name already exists, registration will fail, change the username and continue.
7. Create a **password**, this must be at least 6 characters long and must contain at least one number or upper or lower case letter. Passwords are case sensitive.

8. Retype the password in the Confirm Password box.
9. Click the tick box to agree terms & conditions and privacy policy.
10. Click the Register button to complete the registration process. You will need to activate your My Health Online account before it can be used.



11. You will receive an email message, with a link to activate your account. Click on the link.
12. Your My Health Online account is now active. You can now sign in and proceed to book or cancel appointments.

Sign In

1. Go to the website www.myhealthonline-emisweb.wales.nhs.uk.
2. If you have a username, please select the username option and then enter it along with your password.
3. Click the Sign in button; you now have access to My Health Online.

The image shows the "Existing users sign in." page. It has a "Help?" button in the top right. Below the heading is a radio button labeled "I have a username." followed by three input fields: "Practice ID number", "Access ID number", and "Password". At the bottom is a "Sign in" button.

If you do not have a username, you will need to enter your Practice ID number, Access ID number, Password, and then click the Sign in button.