

**Once you are Registered to use Appointments**

**On-line:**

On your computer, enter the web site address:



<http://bassett-road-surgery.appointments-online.co.uk>

Login using the individual username and password that our staff have provided for you.

**You can now start using Appointments On-Line**

Once logged in, you can book, view or cancel appointments. When you book an appointment, the details are confirmed immediately on screen so you do not need to confirm it by phoning or emailing the surgery.

Should you have any questions or comments on this service, please speak to a member of our reception team, who will

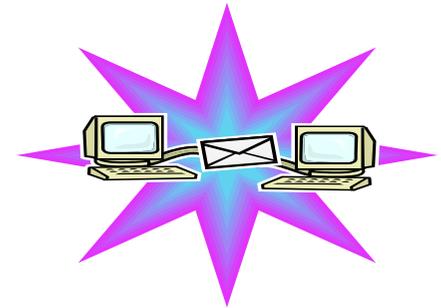
be happy to be of assistance.

(December 2010)

Dr RG Chapman & Partners  
29 Bassett Road  
Leighton Buzzard  
Bedfordshire LU7 1AR  
Tel: 01525 373111

For booking appointments on-line:  
<http://bassett-road-surgery.appointments-online.co.uk>

# On-line Appointment Booking System



## Bassett Road Surgery

29 Bassett Road  
Leighton Buzzard  
Bedfordshire  
LU7 1AR

Main line: (01525) 373 111  
Appointments line (01525) 378 387  
Fax (01525) 853 767  
[www.bassettroadsurgery.co.uk](http://www.bassettroadsurgery.co.uk)

**Book your next doctors' appointment\*at the surgery on-line:**

There is now a simple and easy way to book your doctors' appointments on-line; you may find this especially useful during those times when the telephone lines are busy or when the practice is closed during late evenings and weekends.

\* Please note that it is not yet possible to book nurse or blood test appointments.

**Appointments On-Line** offers simple instructions and prompts to make sure it is easy for you to book, view or cancel doctor appointments on-line, irrespective of the time of day or night you want to do this.



Using the internet, you can search for and view available appointments, then book the one which is most

convenient for you.

**Security**

All personal information held on Appointments On-line is protected using the highest standards of internet security.



**Getting started with Appointments On-Line:**

Before you can start booking on-line appointments with the surgery, you must first register your details with the practice. This will allow our staff to generate you a unique login username and password.

**To Register:**

From December 2010, when booking in for an appointment via reception you will be asked by the receptionist if you would like to take up the offer to sign up for Appointments On-Line.

If you accept this offer, the receptionist will immediately be able to register you to use this service.

You will be given a letter containing your username and password before leaving the surgery.

**Alternatively:**

Ask at reception for an On-Line Appointment Booking Registration Form. Once completed please return this form via reception.

Your on-line user name and password will be available to collect from the surgery within 3 working days. If you would prefer not to have to call back, you can provide a stamped address envelope (one SAE for each patient over 16 please).



Each individual member of the family including children under 16 require a separate form to be completed.