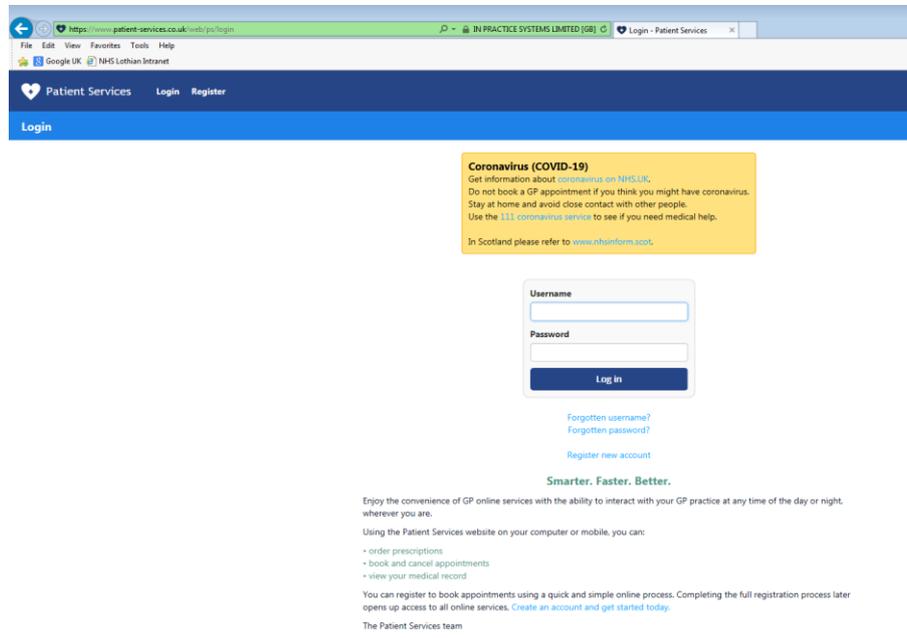
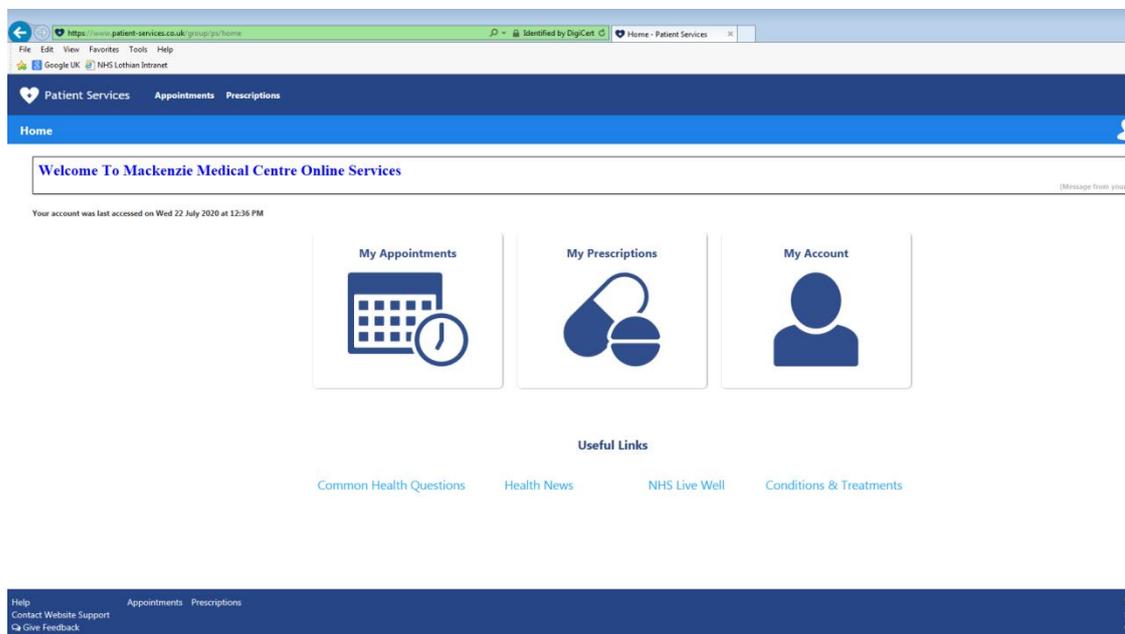


A step by step guide to request a repeat prescription.

1. Log in to www.patient-services.co.uk/login by entering your username and password then clicking log in.



2. You will be taken to the home screen. Please click on the **My Prescriptions** button.



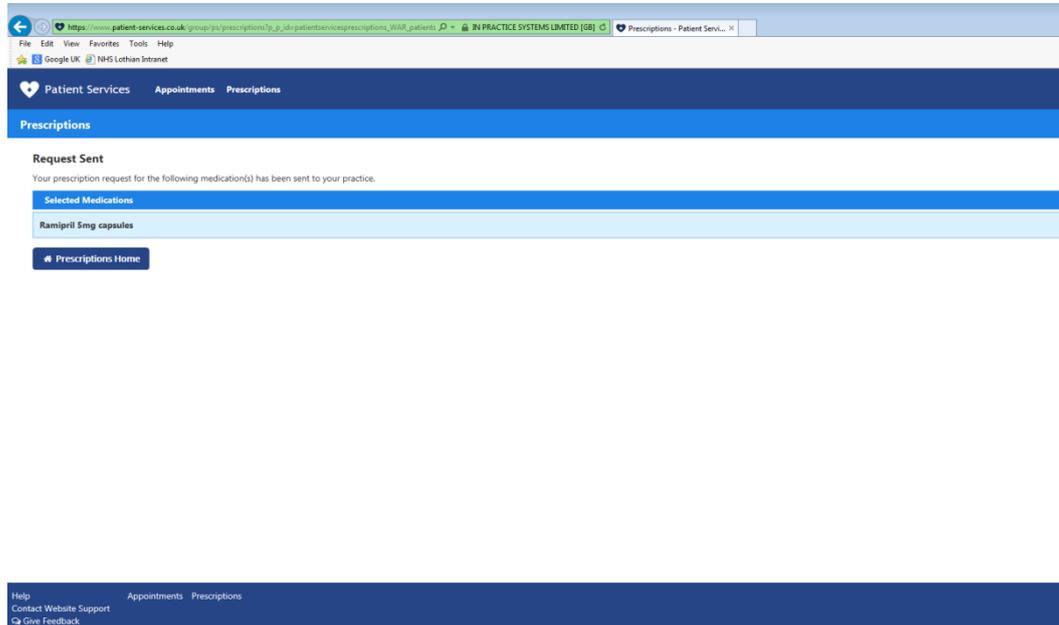
- You will be able to see your request history, view your usual pharmacy and request repeat and acute items. Tick the items you would like to request. If you would like to request an item that is not on your repeat please tick the box **'I'd like to request an expired repeat prescription or another medication'**. This will open a text box where you can type in your special request.

The screenshot shows the 'Prescriptions' page of the Mackenzie Medical Centre Online Prescriptions system. The page includes a navigation bar with 'Patient Services', 'Appointments', and 'Prescriptions'. A welcome message states: 'Welcome To Mackenzie Medical Centre Online Prescriptions. This service allows you to order your repeat medication as detailed on your repeat re-order form. Please allow 2 working days before collecting your prescription. To check status of your request, please click on the + sign beside the order date. "Processed" does NOT mean the prescription is ready for collection. YOU MUST STATE WHERE YOU WISH TO COLLECT YOUR PRESCRIPTION'. Below this, there are sections for 'Request History' (showing four 'Processed' requests for Wed 22 July 2020), 'My Pharmacy' (Lindsay Gilmour Elm Row), and 'Request New Prescriptions' (listing Ramipril 5mg capsules and Simvastatin 10mg tablets). A checkbox is checked for 'I'd like to request an expired repeat prescription or another medication', opening a text input field with 180 characters left. A 'Request' button is visible. At the bottom, there is a section for 'Unavailable Repeat Prescriptions' (Paracetamol 500mg tablets).

- Click request. All items you have requested and any messages will now appear. Please check these details are correct and click confirm.

The screenshot shows the 'Confirm Your Request' page. It prompts the user to 'Please check back online for progress of your prescription request to ensure it has been issued before you pick it up.' Below this, a section titled 'Selected Medications' lists 'Ramipril 5mg capsules'. At the bottom, there are two buttons: 'Back' and 'Confirm'.

- This will send the request to the Practice. Confirmation that the request has been sent will appear. *Please allow 48 hours for requests to be processed.*



- You can check the process of your request on the prescriptions home page and expanding the Request History.

