

ON-LINE BOOKING AT CASTLE

In order use the on-line booking system, you need to go to the surgery, to register and receive their Registration Letter. The password you receive will only last for a short time, so please log in as soon as possible. When you've logged in, you can change the password.

The process may sound complicated but once you've done it a couple of times, you can book an appointment very quickly.

To log in, go to <http://www.castlehealthcarepractice.nhs.uk>.

■ On the **right-hand side** of the page, under **QUICK LINKS**, click on **ONLINE SERVICES**. This takes you to the **SYSTEMONLINE** page.

■ On the **left-hand side**, under **APPOINTMENTS**, click on **ACCESS TO THE APPOINTMENT SYSTEM**. This takes you to the **LOGIN** page.

■ Put in the username and password you have been given.

The next page has 4 sections:

YOUR APPOINTMENTS and YOUR RECORDS

YOUR MEDICATION and YOUR ACCOUNT

■ Under **YOUR APPOINTMENTS**, click on **BOOK APPOINTMENT**. This takes you to the **AVAILABLE SESSIONS** page.

■ The sessions are separated into 2 two-weekly groups. If you can't find a suitable appointment in the first two-weekly group, go to **SHOW SESSIONS FOR PERIOD ...** and click on **SHOW**.

[You need to scroll down when you're on the **AVAILABLE SESSIONS** page, to see all the appointments.]

■ Once you've found a convenient appointment, click **VIEW** on the far right-hand side of that appointment. This takes you to the appointment you've chosen. Click on **BOOK** to save this.

You can now view your on-line booking as well as cancel it.

At present, the majority of appointments are accessed by phoning or visiting Castle Healthcare Practice.