

## Online Booking “Patient Account”

To use the Online Booking process, you will need to create an “online account” with the Sexual Health service that registers you as a patient on their system.

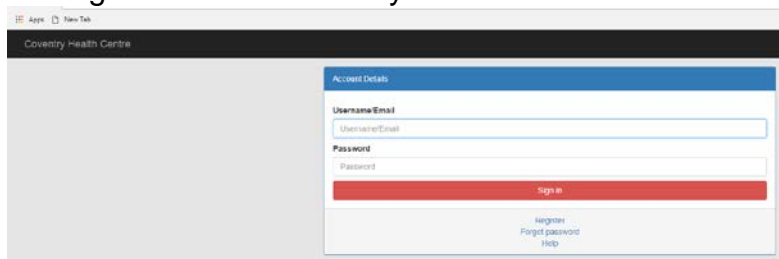
This account is one that is secured by your choice of e-mail address, password, and mobile telephone number – much like an online banking process.

So you should be using an e-mail address AND a mobile (text) number in the registration process that securely belong to you if you wish to maintain confidentiality from other family members – ie the registration process will be sending you a confirmatory e-mail that will be visible in your e-mail inbox – and a pin number for that registration that will be sent to the mobile phone number entered as “yours”.

Once registered – you will be able to log onto this account in future in order to book further appointments, cancel existing ones no longer needed, or to remind yourself of the date and time that you chose. It will be possible in future to also see your test results within this account.

## Registration

The login screen to access your Account looks like this:-



If you already have an account – simply enter your username (your e-mail used for registration) and your password.

Press “Register” to create a new account.

Complete the registration form as shown here with all the marked necessary fields.

The registration form includes the following fields and sections:

- Postcode:** Input field with a "Find address" button.
- Select address...:** Dropdown menu.
- House number / Street:** Input field.
- Area:** Input field.
- Town:** Input field.
- Country:** Input field.
- Country:** Input field.
- Home number:** Input field.
- Work number:** Input field.
- Mobile number:** Input field.
- Security:** "I'm not a robot" checkbox, reCAPTCHA logo, and a red error message: "Please complete the 'reCAPTCHA' form for security reasons."
- Buttons:** "Create Account" (green) and "Back" (red).

**One essential entry is your mobile phone (text) number.**

When everything has been completed and the “Create Account” button pressed – you should see this message displayed:-

**Email Sent**

Thank you for registering your email account.

An email has been sent to your email address which you must use to activate the account.

An SMS text message has been sent to your mobile phone number with a verification code. Use this code when activating your account.

You must follow the instructions in the email before you can sign in to your account.

If you cannot see the email be sure to check your junk folder and email settings.

[Login](#)

You will then be sent an e-mail (to the given address) that will look like this:- (If nothing has arrived after several minutes – check your “Spam” folder)

**Please verify your new user account** Inbox x

**noreply@millsystems.com**  
to me

Please use the following link to activate your account.

[https://mill-live2.bright-cloud.net/webspeed/cgi/cgiip.exe/WService=wsbroker1/web/webreg/main.cls?form=web\\_webreg\\_verifyemail&Id=20489&Dept=COV](https://mill-live2.bright-cloud.net/webspeed/cgi/cgiip.exe/WService=wsbroker1/web/webreg/main.cls?form=web_webreg_verifyemail&Id=20489&Dept=COV)

A pin number will be sent to your mobile phone, use this pin number when verifying your account

[Reply](#) [Forward](#)

At the same time you will receive a PIN number on your mobile phone text inbox.

When you have the PIN – select the link in your e-mail and enter it in the verification box:-

Verify Account

Please enter your verification code

Verification code

Verify email Resend verification code

Verify Account

Please enter your verification code

1100

Thank you the account .....@gmail.com has been verified and you can now log in.

Login Resend verification code

You can then login with your e-mail address and password .

Account Details

Username/Email

Password

Sign in

Register  
Forgot password  
Help

## Completing Registration

When you log into your account for the first time – you will need to add some details that are needed by the clinic to complete THEIR registration on their system.

Account Details

Username/Email: .....@gmail.com Address:

Patient number: NP157074

Name: Smith, Jane

Date of birth: 01/03/1980

Gender: Female

Home number:

Work number:

Mobile number: 07L.....

Update Details

Clinical Details

Please update your clinical details to complete your registration.

Source of referral: Letter communication: yes

Ethnic group: GP Letter communication: yes

Country of birth: TEXT (SMS)

GP: communication:

GP Practice:

Update Details

Complete these details – and your Patient Number will change to your unique reference on the Clinic system – so that they have an identification for you that does NOT reveal your name or other personal identifiers where permission is not given.

**Update Clinical Information**

Source of referral  
Self

Ethnic group  
White British - WHITE

Country of birth  
United Kingdom

Communication methods

By ticking the fields below, you are agreeing to the clinic contacting you via the described method. If you do not wish to be contacted this way, please un-tick the selection.

Letter communication  
 GP Letter communication  
 TEXT (SMS) communication

GP details

No contact will be made to your GP or practice without your permission - but it is helpful to have your GP Practice on record. If you don't know your GP Practice, simply enter 'N/A'.

GP name (enter if known)  
Dr Smith

GP practice (name and address details)  
Whitemoor Street

[Save](#) [Back](#)

## Booking an Appointment

When registered – your Account page will look like this – and will do so every time you log in in future – and allows you to change any details that may have changed. You have control of the details that have been recorded about you.

Account Details

Username/Email: j@gmail.com    Address: Derby Road  
 Patient number: 18F06398    Belper  
 Name: Smith, Jane    DE56 1SW  
 Date of birth: 01/03/1980  
 Gender: Female  
 Home number:  
 Work number:  
 Mobile number: 07/.....

[Update Details](#)

Clinical Details

Source of referral: SELF    Letter communication: yes  
 Ethnic group: White British - WHITE    GP Letter communication: yes  
 Country of birth: United Kingdom    TEXT (SMS) communication: yes  
 GP: Dr Smith  
 GP Practice: Whitemoor Street

[Update Details](#)

Appointments

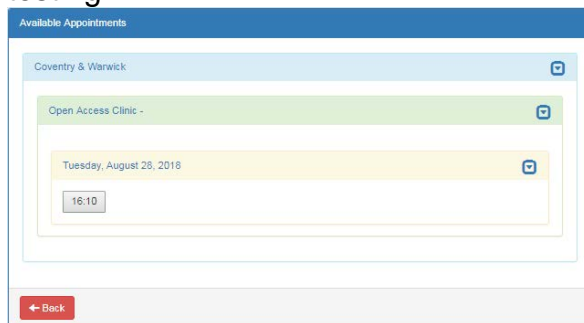
Make New Appointment...

[Family Planning](#) [Sexual Health](#)

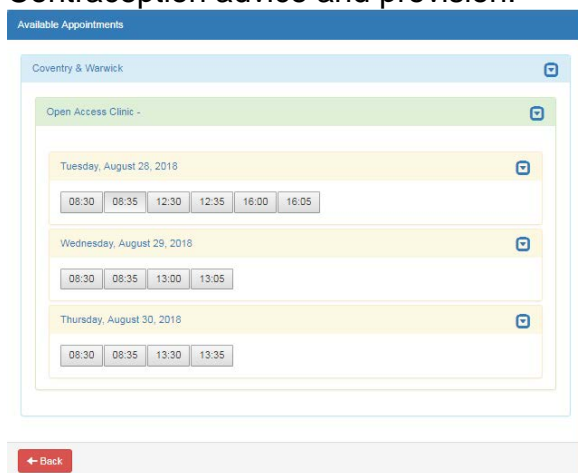
Event History

Booking an appointment simply means selecting either of the options at the bottom of this screen.

“Sexual Health” – will show you any available appointments for STI consultation and testing.

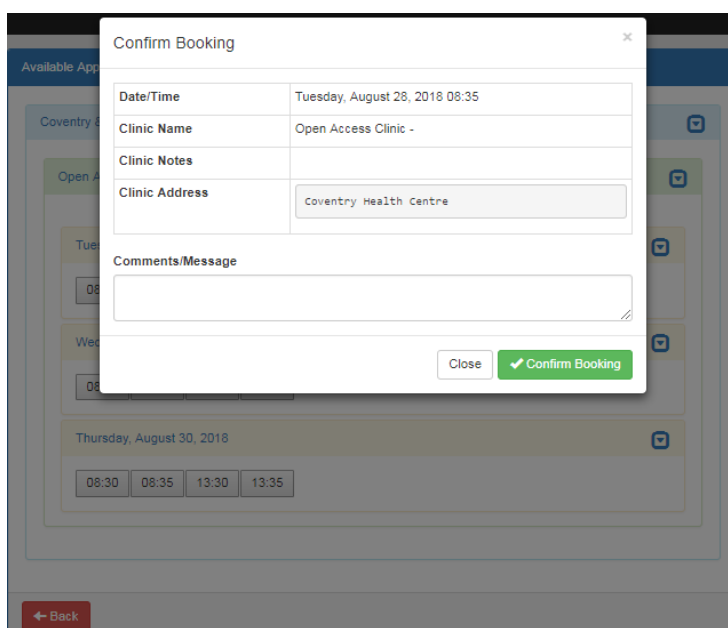


“Family Planning” – will show you the available appointments that are available for Contraception advice and provision.



Select a Clinic option (e.g. “Open Access Clinic”) and a date and time that suits you.

You will see a confirmation message displayed to be sure that this is your intention.



When you press the confirmation - this appointment is then being booked in real time onto the Clinic's diary.

A text message will then be sent to your phone as a final confirmation that the booking has been made.

The appointment will also be shown within your account – so that you can log back into your account should you require to check any details prior to attending. And – should you need to Cancel the appointment – you can also do that from within your account.