To make a Patchs account please visit our website <u>https://www.longfieldmedicalcentre.nhs.uk/</u> click on the Patchs banner or type

https://patchs.ai/practice/longfieldmedicalcentre into your browser and save as a favourite.

You will be required to register with an email address. Each individual will require their own email address, it is not possible to register with the same email for more than one person.



patchs	Home Wellbeing Abo	ut us Technology Our Work Careers News Patchs - Login	If you already have the NHS App, select this option. You
Welcome to PATCHS			will not need to register a
	Continue to NHS login		new account.
	Continue with PATCHS		Continue with PATCHS if you
If you are accessing PATCHS on beh To access PATCHS via NHS Login you	half of someone you care for, please choose 'Continue with PATCHS'. u must consent to sharing your NHS number, name, date of birth, contact details,	and GP practice with PATCHS to verify your identity.	wish to register an account.
Longfield Medical Centre			There are 2 options.
Please note this service is for ROUTINE/NON URGENT med	ical issues that do not need an immediate response.		
For urgent enquires when the practice is closed contact	NHS 111		Create an account for
Lor PATCHS is currently closed for Clinical Reques	yourself or you can create an account for someone		
Log in to Longfield Medical Centre		If you don't have a PATCHS account with this	you care for i.e. child under
Email Address		practice	16 years or an adult.
Email address	0	yet registered at Longfield Medical Centre, please contact	If the nation tis over 12 yrs
The email address field is required		them first before using PATCHS.	If the patient is over 13yrs
Password		Create an account as a patient	of age, consent from the
Password	۲	Create an account as a carer only	patient be on their record
The password field is required		Request another verification link email	for you to make requests
Log in <u>I've forgotten my pass</u>	word		on their behalf. Consent
			forms are available from

reception or LMC website.

## Longfield Medical Centre

### Create an account to contact your GP online

PATCHS is a service provided by your GP practice to help them care for their patients. PATCHS uses artificial intelligence (AI) to support your GP practice work quickly and safely.

### More about PATCHS 🗹

To use this service you need to consent to your personal data being used for contact purposes.

We may share **anonymised** data from yourself and those you care for with The University of Manchester for research purposes, and with other GPs for monitoring purposes, to make sure PATCHS is safe and delivering its intended benefits. 'Anonymised' means you cannot be identified. At any time, you can stop sharing your anonymised data with The University of Manchester for research purposes on the 'Data Privacy' page accessible via the top menu after creating an account and logging in. This will not affect your ability to continue to use PATCHS to access GP services.

Information on how your personal data will be processed and protected is set out in the Patient End User Licence Agreement 🗹

Please tick the appropriate boxes below to signify your consent:

I confirm that I have read, understand and agree to the terms of the Patient End User Licence Agreement (Required)

I confirm that I am 16 years of age or older (Required)

Continue

UK CA Tick the relevant confirmation box and then Continue

Once registered please follow the guide as below.

Welcome to PATCHS	
Please Login	
Email Address	Enter your log in details
Email address O	
The email address field is required	i.e. email address and
Password	password
Password (	P
The possword field is required	Click log in
Log in live forgotten my password	
Request another verification link email	-
To access PATCHS via NHS login, please use the PATCHS link on your GP practice website.	
Please note PATCHS is only available at certain GP practices. If you are unsure whether your GP practice uses PATCHS, please check on their website or ask them.	
My Requests and Messages	Click on
Make a new request	Make a new request

If the yellow banner shows, this means PATCHS has no more clinical request availability at this present time, however it will show the next time that clinical requests are available.

Click on the appropriate blue button.

Someone I care for – select if you wish to put in a request on behalf of a child or adult that you care for.

If you are making requests on behalf of someone over the age of 13 years, consent from the patient be on their record. Consent forms are available from reception or LMC website.

### PATIENT GUIDE FOR USE OF PATCHS

### Welcome to Patchs at Longfield Medical Centre

How	can	we	he	p v	you?

Choose language Help

English 💊
-----------

Longfield Medical Centre is currently unavailable for health problems on Patchs. They will next be available today at 12:45. Help PATCHS is currently closed for Clinical Requests (appointments for new or ongoing health problems) however we are open for Non-Clinical/Admin requests.

We respond as soon as possible during our opening hours: Monday - Friday, 8am-6.30pm.

If you need help outside these hours please call 111 or go to https://111.nhs.uk

DO NOT USE PATCHS FOR MEDICAL EMERGENCIES - What is an emergency?

For medical emergencies please call 999 or go to your <u>local A&E</u> immediately.

Get self-help advice from the NHS.

I would like to make a request for...

Myself

Someone I care for

I would like to book an appointment in the future

NOTE – THIS OPTION IS NOT AVAILABLE FOR LONGFIELD MEDICAL CENTRE

Book Appointment



# Welcome to PATCHS at Longfield Medical Centre How can we help you: I have a... Now health problem Something I haven't contacted my GP practice about before Ongoing health problem Something my GP practice already knows obout Admin request Aform to fill out (e.g. a'sick' or Tit' note) or letter to write Medication request Including repeats and one-offs Other Something that doesn't fall into the above categories

Please click on the appropriate section. If the section is in grey then clinical requests are not available at this present time.

Please **DO NOT** put a request in to see a clinician through the Admin or medication section. These will **NOT** be actioned.

Do you have <u>any</u> of the following symptoms?
Crushing chest pain or tightness Face drooping on one side, unable to hold up both arms, difficulty speaking, or weakness / numbness on one side of your body
Severe difficulty breathing Heavy bleeding that won't stop
Severe injuries
Yes No

If your contact details have changed, ensure that you amend them, otherwise we will not be able to contact you.

When you select and start your request you have **30 minutes** to complete and submit.

# Make a request

Name: Percy Pig   DOB: 20/06/2000   Gender: Male   NHS Number: 357 593 1089	
I have a new health problem - something I haven't contacted my GP practice about before	
What are your symptoms?	
Enter your message	Add attachment
Type your reply here	
10 messages remaining. Reply to see next one.	0/1000 Next
ncel and start a new request	

This is an example of the screen that will appear for you to commence your query for a **New Health Problem** request. Please ensure you complete each question. If there are times that you <u>cannot</u> take a call or attend the surgery, please ensure you put this in the relevant section.

The screen for an Ongoing health problem is as above, however it will say I have an ongoing health problem on the light blue bar.

nake a request		
I have an admin request - a form to fill out (e.g. a 'sick' or 'fit' note) or letter to write		
How can we help you?		
Enter your message	1	Add attachment
Enter your message Type your reply here		Add attachment
Enter your message Type your reply here 4 messages remaining. Reply to see next one.	0/1000	Add attachment

This is an example of the screen that will appear for you to commence your query for an **admin** request.

Please ensure you complete each question.

If there are times that you <u>cannot</u> take a call or attend the surgery, please ensure you put this in the relevant section.

You will be asked to check our responses, please ensure everything is completed to the best of knowledge.

# Thank you for contacting Longfield Medical Centre, Percy Pig. Your request has been received.

Longfield Medical Centre will respond as soon as possible during their opening hours: Monday - Friday, 8am-6.30pm.

They will respond either by:

- Secure message please keep an eye on your messages page and email inbox (including junk folder).
- Phone please keep your phone nearby. They may call from a withheld number.

The contact details they have for you are:

<u>U</u>	<u>pdate y</u>	<u>your</u>	contac	t deta	ils if tl	<u>hey ar</u>	<u>re incorrect</u> .
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Please call Longfield Medical Centre on: 01621876433 if:

- You have not heard from them in 72 working hours, or
- Your symptoms change.

If you need help outside Longfield Medical Centre's opening hours please call **111** or go to <u>https://111.nhs.uk</u>

Finish

Back to My Requests and Messages

Once your request has been received and processed you receive either an SMS / Email or Telephone whichever is deemed appropriate by the triaging clinician or reception team.

IT IS IMPORTANT THAT YOU KEEP CHECKING ON YOUR MOBILE OR EMAIL FOR YOUR REPLY OR YOU COULD MISS YOUR ALLOCATED APPOINTMENT.

Final confirmation message. Click on the FINISH button







When filling in your request; it is very important to complete the 'UNAVAILABILITY' question at the end.

The Senior Clinician triages your request based on the answers you put on your request including the 'UNAVAILABILITY' information provided.

Please also remember that appointments can be triaged for the same day, the next working day or up to 2 working days from the date of request.

Please make sure that you check your inbox once you have submitted a request. By actively checking your inbox, you help us to reduce patient Non Attendance. Unfortunately, there are still a high number of non attendances, due to missing information and patients not monitoring their Patchs inboxes!

Non-attendance wastes valuable clinical times, resources, and access for other unwell and vulnerable patients.