

Book an appointment using Manage My Health

This services is designed for booking standard 15 minute appointments.

Do not book New Patient appointments using Manage My Health, please phone reception.

1. Under the Services Menu Click: Book Appointment



2. Select the person you wish to see

A screenshot of the 'Book New Appointment' form. The 'Who & Where' section is visible. It has a 'Select Location:' dropdown menu with 'Bush Road Medical Centre' selected. Below it is a 'Doctor:' dropdown menu with 'Any Doctor' selected. At the bottom of this section, there are two radio buttons: 'Me' (selected) and 'Family Member'.

3. Select the day

4. Select the time (available times from tomorrow onwards will be displayed)

A screenshot of the 'Book New Appointment' form, showing the 'Choose an available slot' section. On the left, there is a calendar for July 2018. The date '23' is highlighted in orange. To the right of the calendar is a table of available slots for '23 Jul 18'. The table has three columns: 'Time', 'Duration', and 'Doctor'. The slots are listed from 07:45 AM to 09:30 AM, all with a duration of 15 Mins. The doctors listed are Dr Vanessa Valley, Dr Lauren Roche, Dr Noriko Noda, and Dr Grace Couper. At the bottom of the form, there is a 'Confirm Appointment Request' button.

5. Click: Confirm the appointment request

This will display a confirmation screen.

1. You must enter the reason for Appointment — however you can type private if this is appropriate.

2. Read the Terms & Conditions. This will explain the rules around making appointments.

3. Tick: Accept Terms & Conditions

4. Your appointment request has been sent.

5. You will receive an email confirming appointment.

A screenshot of the 'Book New Appointment' confirmation screen. The 'Who & Where' section is at the top, showing 'Bush Road Medical Centre' and 'Any Doctor'. Below this is the 'Terms & Conditions' section, which contains a paragraph of text. To the right of the terms is a 'Please confirm the details of your appointment' section. This section includes fields for 'Medical Centre' (Bush Road Medical Centre), 'Doctor' (Dr Denise Limby), and 'Date and time' (Tuesday 31 Jul 2018 at 09:15 AM). Below these fields is a yellow warning box with a triangle icon and text: 'Please note: Any text you enter in the "Reason for appointment" field will be visible to the reception staff at the medical centre. Please do not enter any information that might be sensitive or confidential.' Below the warning box is a text input field for 'Reason for appointment:' with the text 'Sore back' entered. At the bottom of the form, there is a checkbox labeled 'I accept the Terms & Conditions for booking this appointment.' and two buttons: 'Confirm your booking now' and 'Cancel'.

Please make sure your appointment is on the correct day and with the correct Doctor.

Request a repeat prescription using Manage My Health

This service is designed for requesting repeat prescriptions for your regular medications only.

1. Under the Service Menu select: Repeat Prescriptions



2. Select: Pickup Method – Choose “Patient to Pick up” or “Fax to Pharmacy”

If you require it to be faxed select “Fax script to Pharmacy” and the pharmacy contact box will popup. Enter the pharmacy name. If you do not know the fax number enter (00)0000000 (we have all the fax numbers on file and will add for you).

A screenshot of the 'Repeat Prescriptions' form. It has a header 'Repeat Prescriptions' and two tabs: 'Request New Script' and 'View Previous Requests'. Below the tabs is a message: 'Please use this service to request Repeat Prescriptions for your regular medications only.' There are three sections: 'Send To' with a dropdown for 'Repeat Prescription', 'Script pickup method' with a dropdown for 'Fax Script to Pharmacy', and 'Script urgency' with a dropdown for 'Select Script Urgency'. Below these is a table with columns: 'Date Given', 'Medication Name', 'Directions', 'Quantity', and 'Units'. The first row shows '14 Apr 2014', 'Panadol 500mg Tab', 'take 2 twice a day', '20', and '0'. Below the table is a 'Message' box with a '400 characters remaining' indicator. At the bottom is a checkbox for 'I accept the Terms & Conditions for Repeat Prescriptions.' and two buttons: 'Request' and 'Cancel'. A 'Pharmacy Contact Details' popup is visible on the right, showing fields for 'Pharmacy Name' (Kamo), 'Address', and 'Fax' ((00)000-0000), with an 'Add Favourite' checkbox and 'Ok'/'Cancel' buttons.

3. Tick the regular medications you require repeated

4. You can type a note in the message box if needed.

5. Read the terms and conditions by placing the mouse over the words “Terms & Conditions”. This will explain the expected time frame for your response and any potential costs.

6. Tick: Accept terms & conditions

7. Click: Request to send message

A screenshot of the 'Terms & Conditions' popup. It has a green header 'Terms & Conditions' and contains the following text: 'If you have not seen a doctor in the last three months, you may be required to have a GP consultation before your medications can be prescribed. If you require your script to be faxed to a Pharmacy, please indicate the name of the Pharmacy in the message. Your script will be available in 1-2 working days. Any fee still outstanding at the end of the month will incur an additional admin charge. Payment can be made on-line to ASB 12-3093-0202798-51. Thank you'. Below the text is a checkbox for 'I accept the Terms & Conditions for Repeat Prescriptions.' and two buttons: 'Request' and 'Cancel'.

Your script will be ready after 3pm the following business day.