

Water Meadow Surgery
HOW TO ORDER REPEAT PRESCRIPTIONS AND/OR SEND A MESSAGE

Ordering prescriptions (medications)

Login to [systmonline](#) as usual using your username and password and click [Log In](#)

Home screen

- click [Medication](#) - you will then be transferred to the [Medication](#) page

Warning: Do not click [Prescription Requests](#) - this is merely a display of your outstanding requests that have not been actioned e.g. anything less than one day old – once again

- click [Medication](#)

When you have clicked [Medication](#) you will see a list of your current medications

You will also see that a small circle **Requesting existing medication** is filled in

- tick each of the medications that you require

Go to the bottom of the screen

Warning: Do not click the circle **Make custom request**. This assumes that you do not want to order your repeats and that you only want to make a custom request for something not listed. If you click this box and you have ticked any medications from your list, they will disappear and they will not have been ordered

If you wish to send an additional message in addition to the medications you have ticked, you can do this at the next stage.

- click [Request Medication](#)

You should now be on the [Request Medication](#) page – this is the final page

You will see that there is a box for you titled [Medication request notes](#) for you to add a message if you wish to do so at this stage. Either leave blank or add a message and then

- Click [Request medication](#)

Medication order summary

You will now have a message that says that your order has been sent.

If you do not see the medication you think that you have just ordered, this means that you have not followed the correct procedure and it has not been ordered. In which case you will need to click the [Return to medication](#) button to try again