

ONLINE BOOKING- PATIENT REGISTRATION

- 1) Staff will ensure that a registration email is sent to your email on file. It will come up as follows:

North Shore Medical.

Aero and Accession Allowed - Hi, this is The Medical Group. We've made some changes which will r

- 2) On a computer or browser, click on the link in the email to register. If you prefer to use an app, first register on a computer or browser and then follow the instructions at the end of this sheet to use the app to book appointments moving forward.

Hi, this is The Medical Group. We've made some changes which will require you to re-register if you want to book appointments online.

Go to the link below to create your new username and password within the next 6 days

<https://699.myaccession.com/ppr/VYvu5p8ITuajLGLsRcUzTg> ← Click on the link to open it in a browser.

- 3) You will be brought to a registration page to fill out:

Hi, Intrahealth 2 Test ← Patient name should appear here

You have been invited to register for the The Medical Group - The North Shore Medical Group patient portal.

Date of Birth

YYYY	Mmm ▾	DD
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Username ← Do not use an email address as a username. Can include letters, numbers and periods, but no other special characters.

Username must be at least 6 characters

Password

Password must be at least 8 characters long and contain:

- At least 1 number
- At least 1 lowercase letter
- At least 1 uppercase letter
- At least 1 special character

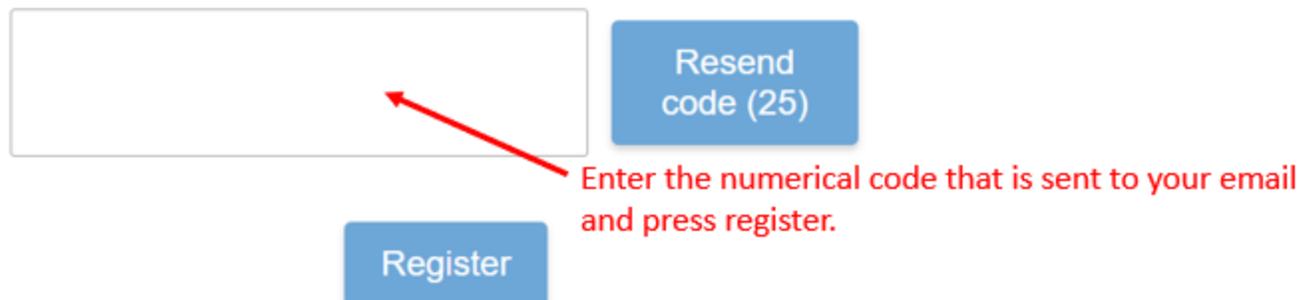
} Password must follow these rules.

Re-type Password

Hi, Intrahealth 2 Test ← Patient name should appear here

You have been invited to register for the The Medical Group - The North Shore Medical Group patient portal.

Verification code has been sent to you. Please enter the code and click Register again.



The image shows a registration form with a white input field, a blue 'Resend code (25)' button, and a blue 'Register' button. A red arrow points from the text 'Enter the numerical code that is sent to your email and press register.' to the input field.

- 4) Once you press register wait 1-2 minutes for the page to load. If the page does not load or remains blank, copy and paste the following link into your browser:

<https://699.myaccession.com>

- 5) Enter the login information that you created in step 3. You should now be logged in and able to book appointments.

Please note:

- *Not all appointments are available for online booking, so if you cannot see a time that you want to book, you can call the office to schedule your appointment.*
- *Special appointments (mental health, complete physical, biopsies) should be booked by contacting the office directly.*
- *There is a maximum of one appointment per patient per day. MSP does not allow a doctor to see a patient for two appointments in a single day.*
- *For **IN PERSON** appointments, please notify the office if you have respiratory symptoms prior.*
- *For **TELEPHONE** appointments, you are responsible for ensuring that your phone can accept a call from a Blocked number, as the doctor may call you from a Private or Blocked number.*
 - *Please ensure you are in a quiet and private place for your appointment.*
 - *Please be available a few minutes before your appointment and note that sometimes the doctors are running late.*
 - *If you have not heard from the doctor and it has been over an hour, please contact the office.*
- *We expect at least 24 hours' notice for cancellations to avoid a charge.*

- 6) APP: If you are using the Aero Patient 2 app currently, download the Aero Patient 3 app and use the Clinic Aero URL <https://699.myaccession.com> to log in.