

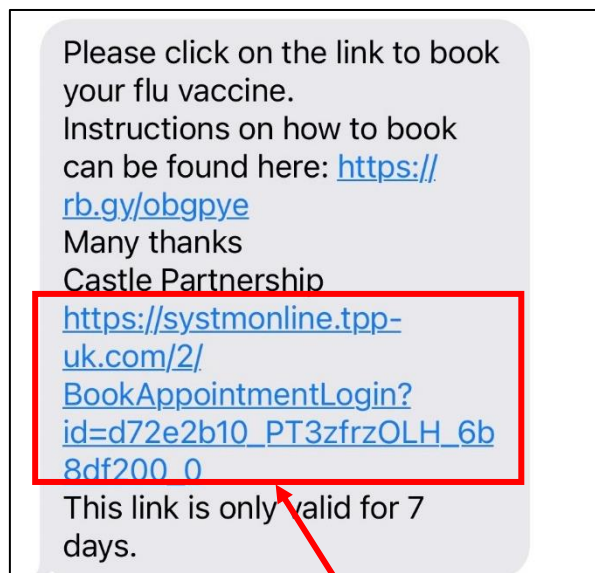


## **Booking a Flu Vaccine Appointment – Guide for Patients.**

The following is a guide on how to book a flu vaccine appointment if you have received an SMS invite to do so. If you have not received an SMS invite, then it may be that we do not have a mobile phone number for you, or you have informed us that you do not want to receive SMS messages from the Partnership.

The following screenshots are for illustrative purposes only. Content may differ slightly.

1. You will receive an SMS message with two links. One link will be to these instructions, the other will be the link to book your appointment.



2. To book your appointment, click onto the longer link.



- This will open the front page of the Appointment Invitation Service booking system.

Castle Partnership  
Appointment invitation service  
Seasonal Influenza Vaccination  
Please confirm your date of birth  
Date of birth  
Submit

- You will need to confirm your date of birth. Type this into the box in the following format: **DD/MM/YYYY** & click the **Submit** button.

When you click into the box, it will automatically bring up a small calendar if you would rather use this.

- This will then take you to a new page showing you available sessions. Depending on the date there may be no sessions shown, as is the case in the screenshot below.

Available Sessions  
Period 18/08/2022 - 01/09/2022  
Show  
There are no available sessions.

- If there are no sessions shown, then click on the **Period** and a range of other dates will drop down.

If you have any questions or queries, then please contact the surgery



7. Select the date range and then click the **Show** button. To start with we are running 4 clinics dates dependant on patient eligibility criteria. Some dates may not have any clinics available. See our website for the clinic dates and select the correct period.

**Available Sessions**

Period: 18/08/2022 - 01/09/2022

✓ 18/08/2022 - 01/09/2022

The

- 02/09/2022 - 16/09/2022
- 17/09/2022 - 01/10/2022
- 02/10/2022 - 16/10/2022
- 17/10/2022 - 31/10/2022
- 01/11/2022 - 15/11/2022

8. This will then show you the flu clinics that you can book into. This screen will also show you the location of the clinic, in this case Gurney Surgery. Depending on the season, additional clinics maybe run at the same time so please make sure that you check the location of the clinic you wish to attend.

**Available Sessions**

Period: 17/09/2022 - 01/10/2022

Clinician: All clinicians

Show

**The Gurney Surgery**

Date	From	To	Clinician	Session Type	
Sat 24 Sep 2022	08:15	11:59	Dr Flu Season5	Flu Clinic	View
Sat 24 Sep 2022	08:15	11:59	Dr Flu Season4	Flu Clinic	View
Sat 24 Sep 2022	08:15	11:59	Dr Flu Season2	Flu Clinic	View
Sat 24 Sep 2022	08:15	11:59	Dr Flu Season3	Flu Clinic	View
Sat 24 Sep 2022	08:17	11:59	Dr Flu Season	Flu Clinic	View

9. Click the **View** button. This will open a new page showing you what times are available for you to book an appointment. (Please note that each clinic is labelled as *Dr Flu Season*. It does not matter which and you cannot select a specific Dr or Nurse).

If you have any questions or queries, then please contact the surgery



10. To book the time you would like, click the **Book** button. Flu appointments are 2mins.

### Available Appointments

This is a list of available appointment times.  
Choose a time for your appointment and click Book.

Session with Dr Flu Season  
Location: The Gurney Surgery  
Saturday 24 Sep 2022

Slot Type	From	To	
Flu Vaccination (2m)	08:17	08:19	Book
Flu Vaccination (2m)	08:19	08:21	Book
Flu Vaccination (2m)	08:21	08:23	Book
Flu Vaccination (2m)	08:23	08:25	Book
Flu Vaccination (2m)	08:25	08:27	Book
Flu Vaccination (2m)	08:27	08:29	Book
Flu Vaccination (2m)	08:29	08:31	Book
Flu Vaccination (2m)	08:31	08:33	Book
Flu Vaccination (2m)	08:35	08:37	Book
Flu Vaccination (2m)	08:37	08:39	Book

If you have any questions or queries, then please contact the surgery



11. This will then provide you with a screen to check if you are happy with the location and the time of the appointment you are looking to book (*Please note that if you are using a mobile device, you may have to scroll across to see all the details*).

Book Appointment	
Click Book Appointment to confirm this	
Date:	24 Sep 2022
Day:	Saturday
Start Time:	11:57
Duration (minutes):	2
Clinician:	Dr Flu Season
Appointment Type:	Flu Vaccination
Location:	The Gurney Surgery (The Gurney Surgery, 40 Fishergate, 1SE)
<input type="button" value="Book Appointment"/> <input type="button" value="Cancel"/>	

12. If you are happy with the date, time and location, then click **Book Appointment**. If you want to change the appointment, then click **Cancel**.

13. Once you have pressed the **Book Appointment** button, you will see an Appointment Booking Confirmed screen advising you of the details. Please make a note of the date, time and location of the appointment. If you are set up to receive appointment reminders a reminder SMS will be sent to you a few days before your appointment is due.

Book Appointment	
Appointment Booking Confirmed	
	24 Sep 2022
	Saturday
	11:57
	2
	Dr Flu Season
Type:	Flu Vaccination
Location:	The Gurney Surgery (The Gurney Surgery, 40 Fishergate, 1SE)
<input type="button" value="Print"/>	
again using this link, you will see a reminder of your appointment	

If you have any questions or queries, then please contact the surgery