



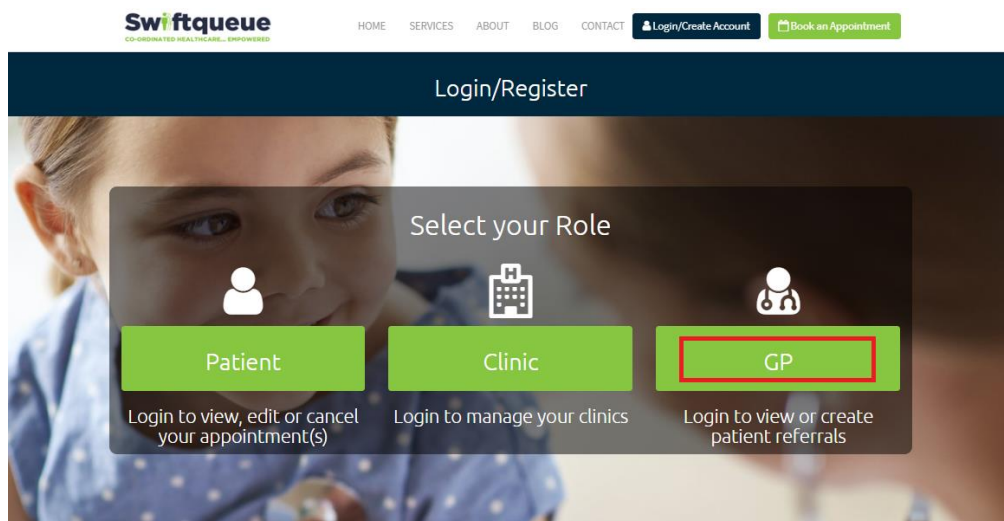
# GP Registration and Booking an Appointment

## GP Registration

To register for a Swiftqueue account, please visit [www.swiftqueue.co.uk](http://www.swiftqueue.co.uk)



On the website click **Login / Create Account** and then select **GP**.



Select **Register here**.

Swiftqueue  
CO-ORDINATED HEALTHCARE... EMPOWERED

HOME SERVICES ABOUT BLOG CONTACT [Login/Create Account](#) [Book an Appointment](#)

### GP Login/Registration

Existing user login

Email Address

Password

[I Forgot my Password](#) [Sign In](#)

Are you a new user?

[Register here](#)

Need help booking online? [Email us at support@swiftqueue.com](mailto:support@swiftqueue.com)

Read and **Agree** to the Data Processing Consent.

## Data Processing Consent

Swiftqueue are assigned to process the appointment information on behalf of the clinic you have chosen to book with. Swiftqueue is a registered Data Processor and will not use your information for any other reason other than the following:

- Booking your appointment
- Sending you a confirmation and reminder notifications (these can be turned off within your patient portal)
- Following up on any incomplete registrations
- Support around your appointments
- Following up on no shows
- Anonymised statistics for the clinics

By continuing to register you agree that Swiftqueue will process your information on behalf of the clinic. Swiftqueue never shares information with third parties.

Your continued consent can also be managed or revoked by you within your patient portal after you first register.

### Why do you need my contact details?

In order to register, we require you to enter your email (mandatory) and phone number (optional). We do not use that information for any purpose other than sending you notifications regarding appointments or creating your online account. These communication settings can be turned on or off within your patient portal from the 25th May 2018.

[I Do Not Agree \(Go Back\)](#)

[I Agree \(Proceed\)](#)

Complete the required details and click **Register** at the bottom of the screen.



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### Register as a GP

Already have an account? Sign in here

<b>Account Details</b>	<b>Practice Details</b>
<input type="text" value="Test GP 2"/>	<input type="text" value="Test GP 2"/>
<input type="text" value="testgp2@swiftqueue.com"/>	<input type="text" value="0866831020"/>
<input type="text" value="testgp2@swiftqueue.com"/>	<input type="text" value="Ipswich, Suffolk, England, United Kingdom"/>
<small>Password must be at least 8 characters in length and contain at least one lowercase letter, at least one uppercase letter and at least one number.</small>	<input type="text" value="*****"/>
<input type="password" value="*****"/>	
<input type="password" value="*****"/>	

The information required for this section is:

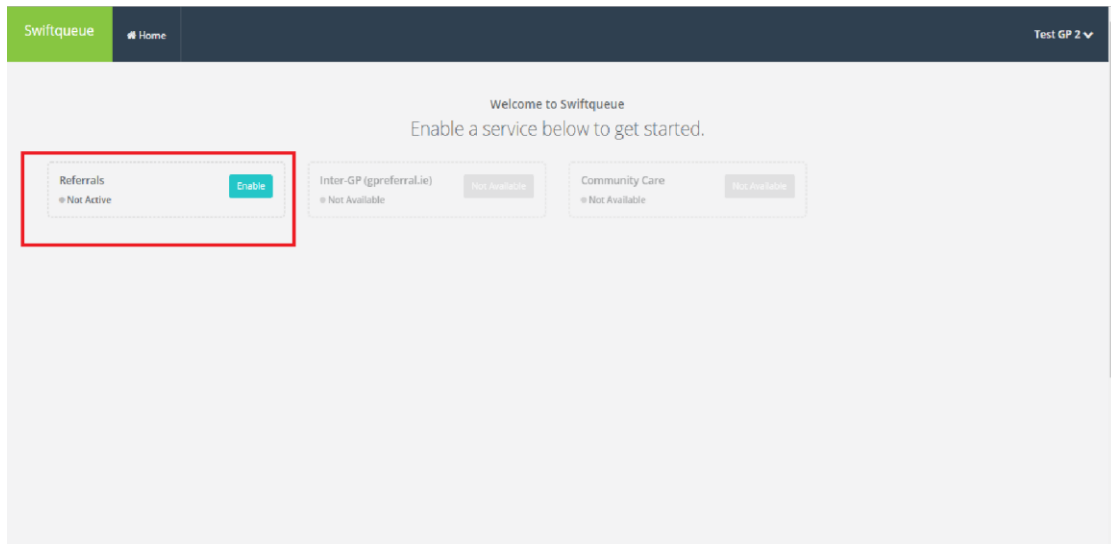
- Name
- Email address
- Practice information
- Secure code

**Note the secure code is sw1ft45**

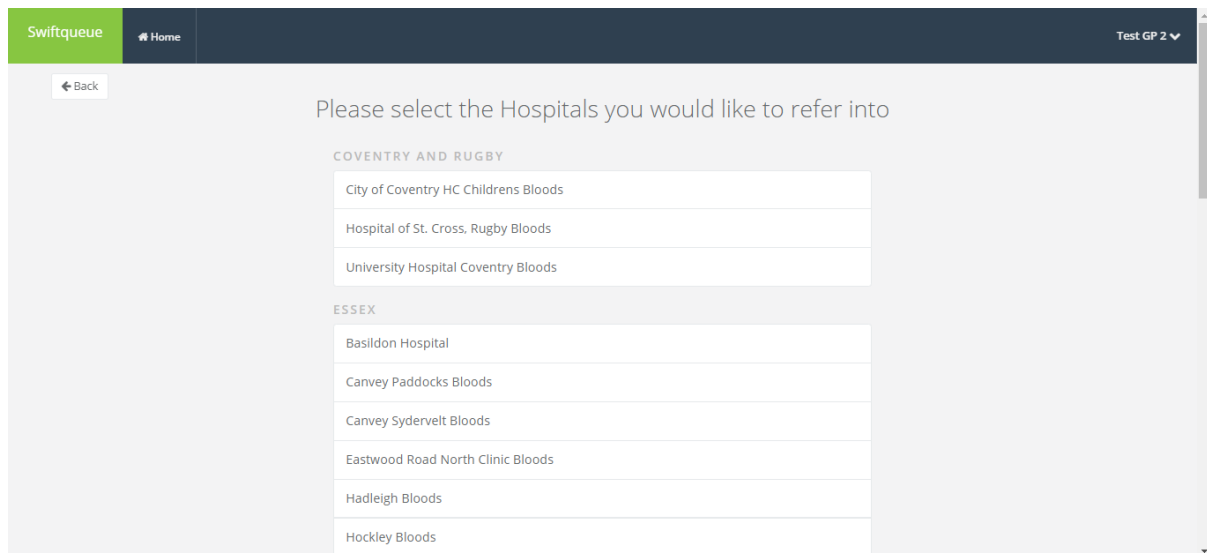
## Booking an appointment

You can book an appointment on behalf of a patient.

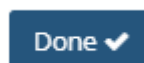
From the options given, choose **Referrals** by selecting **Enable**.

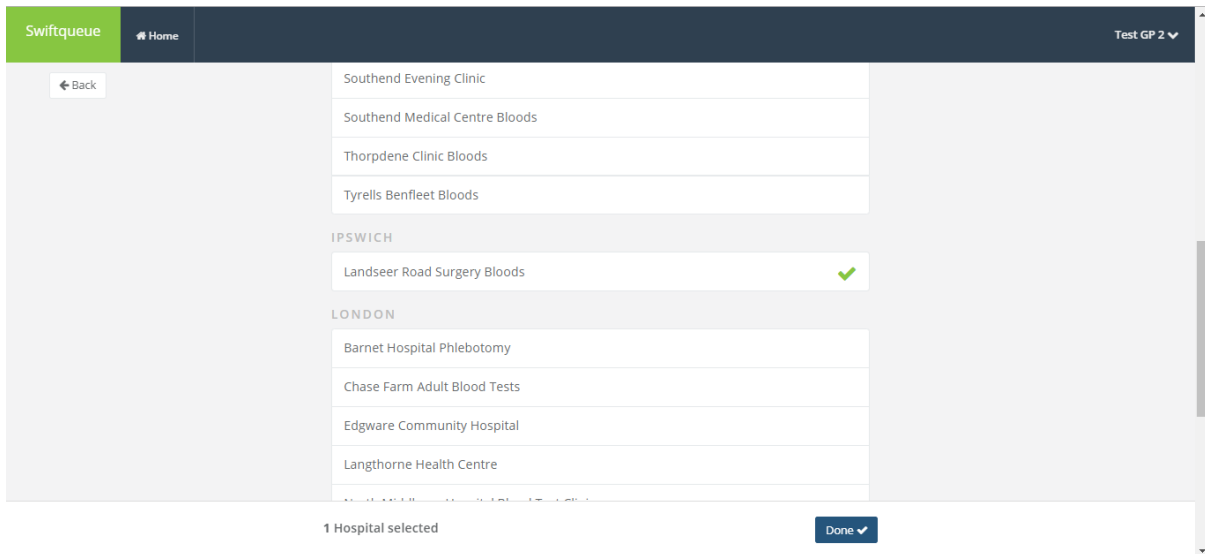


Then **Select** the Hospitals you would like to book into.

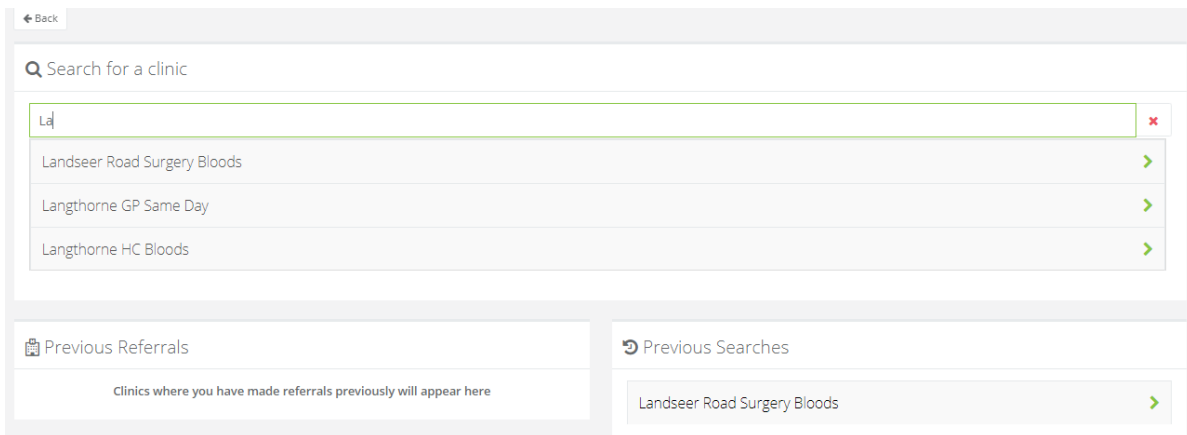


Once you have selected the hospitals click





For GP Same Day Allocations you will see a separate available clinic with reserved slots for GP's



This is the GP dashboard, where any upcoming or previous appointments will be shown.

To book an appointment click on

Make a Referral

Swiftqueue Home Test GP 2

Referrals Services

REFERRAL FROM DATE 03/07/2019 REFERRAL TO DATE 02/08/2019 CLINIC All APPOINTMENT TYPE All STATUS All

Make a Referral

PATIENT	CLINIC	APPOINTMENT TYPE	DATE/TIME	STATUS
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Simply **Search** for the hospital you wish to make an appointment at.

Swiftqueue Home Test GP 2

Back

Search for a clinic

Search by clinic name X

Previous Referrals

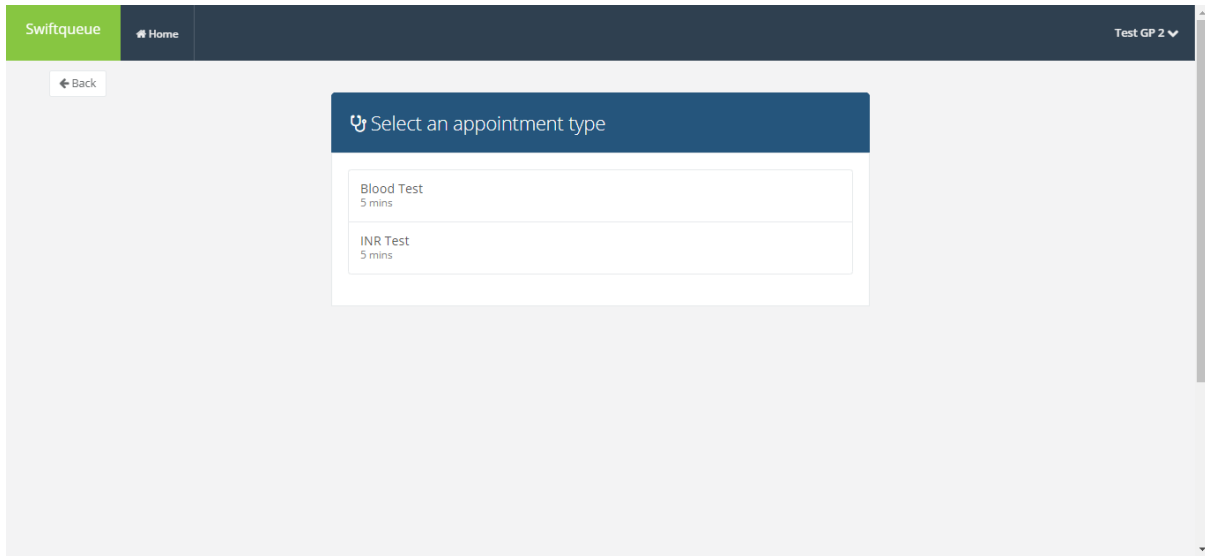
Clinics where you have made referrals previously will appear here

Previous Searches

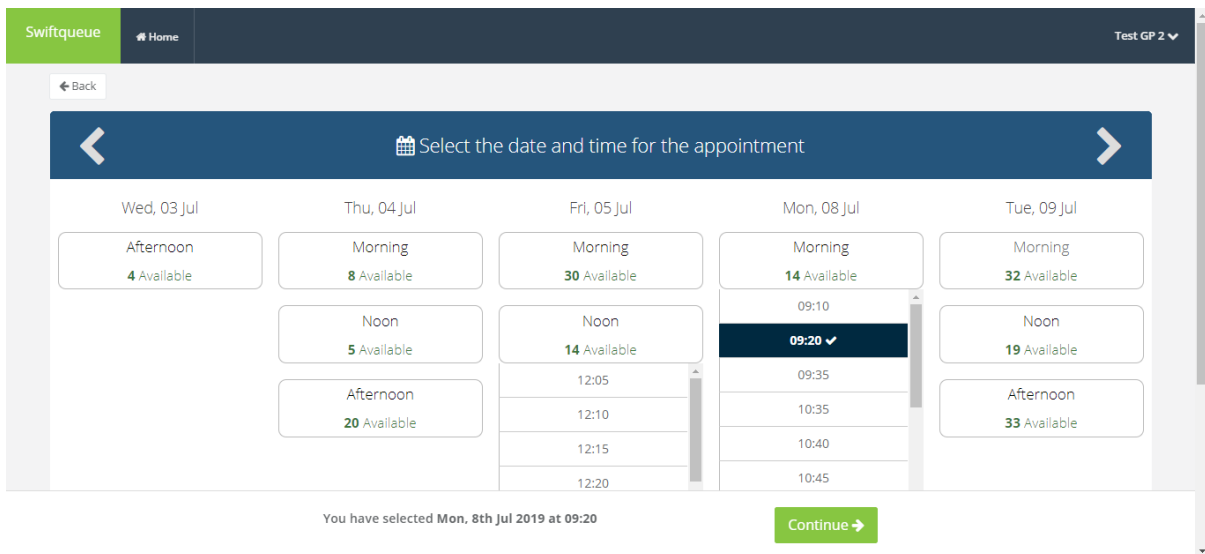
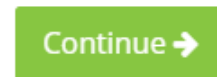
Clinics you have previously searched for will appear here

Once searched select the clinic you wish to book an appointment into.

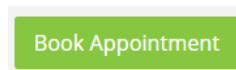
Select the appointment type.



Select the **date** required for the appointment and specify the **time**. Click



Select the patient you wish to make the appointment for and click at bottom of the screen.



the

Here you can also select if the patient requires any special assistance or additional comments for the hospital/clinic to see.



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← Back

### Select Patient & Confirm Appointment

PATIENT [+ Add a Patient](#)

Search for a patient

CLINIC  
Landseer Road Surgery Bloods Change

APPOINTMENT TYPE  
Blood Test - 5 minutes Change

DATE/TIME  
Monday the 8th of July 2019 at 09:20 - 4 days from now Change

DO YOU REQUIRE ANY SPECIAL ASSISTANCE?

Sight

Hearing

Wheelchair

Immobility

Learning Disability

Requires Translator/Interpreter

If you need to add a new patient click on [+ Add a Patient](#)

Swiftqueue Home Test GP 2

← Back

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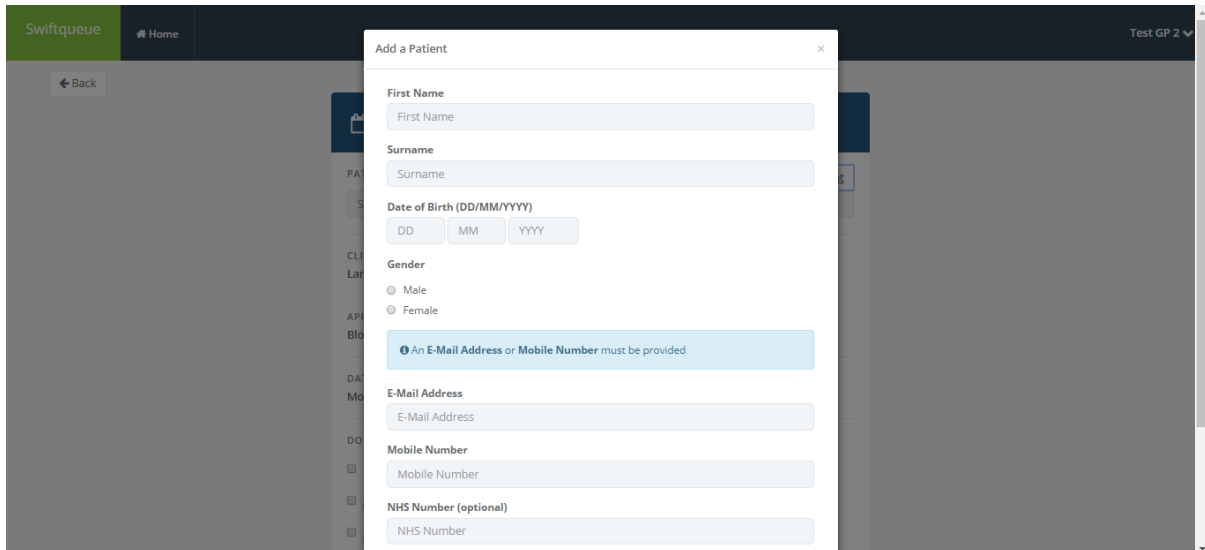
Immobility

Learning Disability

Requires Translator/Interpreter

Fill out the required information and click [Add Patient](#) at the bottom of the screen.

The email address & mobile number provided for the patient will be used to send notifications for confirmed or cancelled appointments.



**Add a Patient**

First Name

Surname

Date of Birth (DD/MM/YYYY)

Gender  
 Male  
 Female

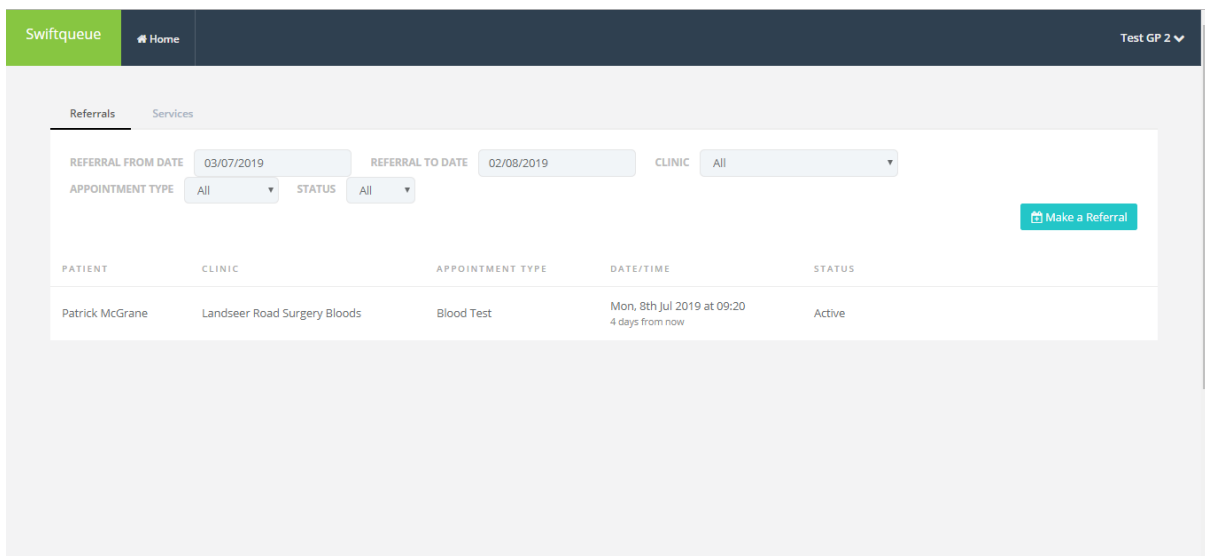
**An E-Mail Address or Mobile Number must be provided**

E-Mail Address

Mobile Number

NHS Number (optional)

Once the appointment is booked, you are then directed back to the referrals dashboard. Here you can **view/reschedule/cancel** the appointments.



REFERRALS

REFERRAL FROM DATE: 03/07/2019    REFERRAL TO DATE: 02/08/2019    CLINIC: All

APPOINTMENT TYPE: All    STATUS: All

[Make a Referral](#)

PATIENT	CLINIC	APPOINTMENT TYPE	DATE/TIME	STATUS
Patrick McGrane	Landseer Road Surgery Bloods	Blood Test	Mon, 8th Jul 2019 at 09:20 4 days from now	Active