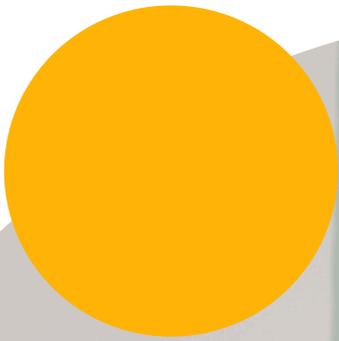**doctor care anywhere.**

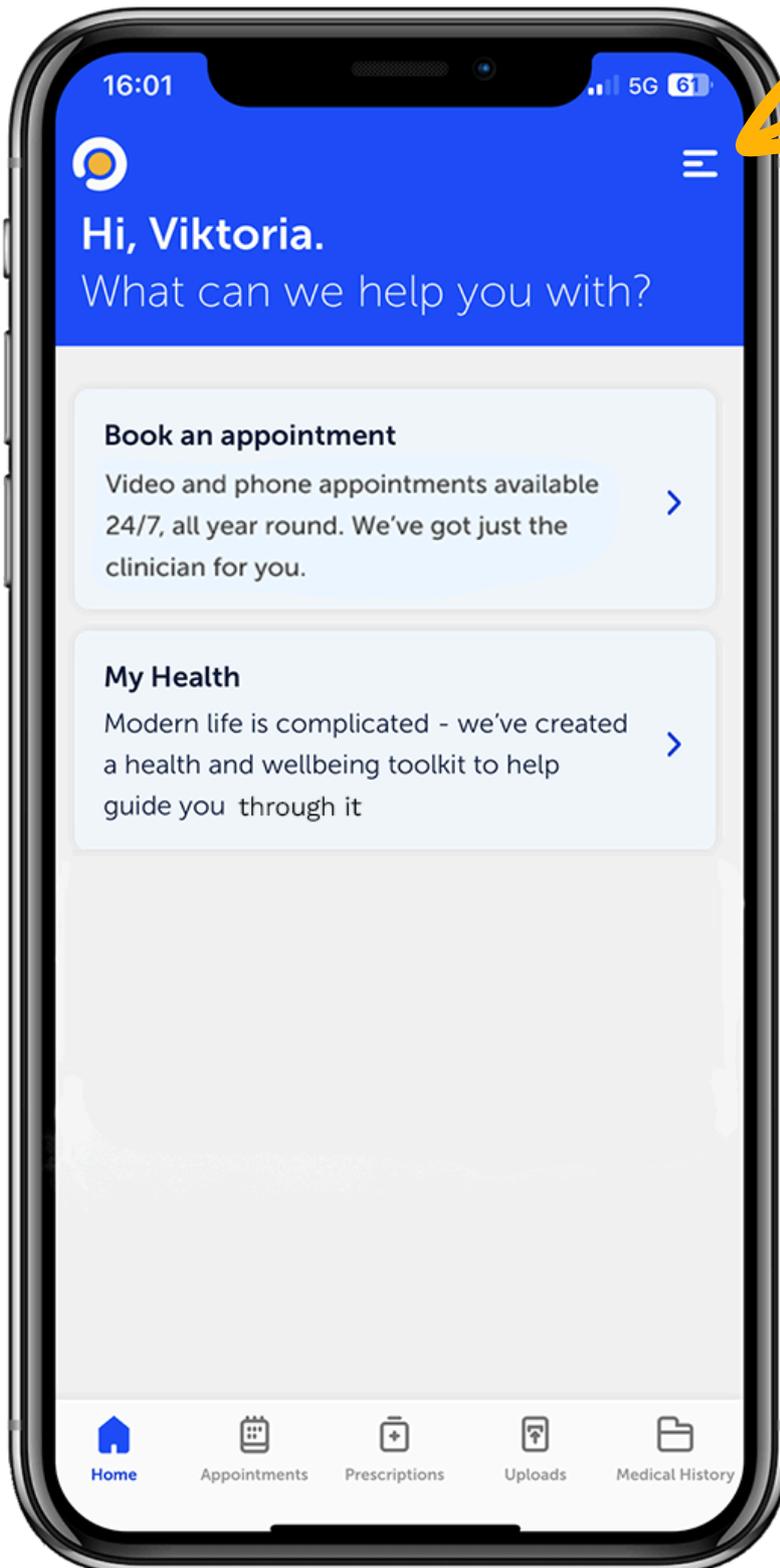# How To Manage Your Profile

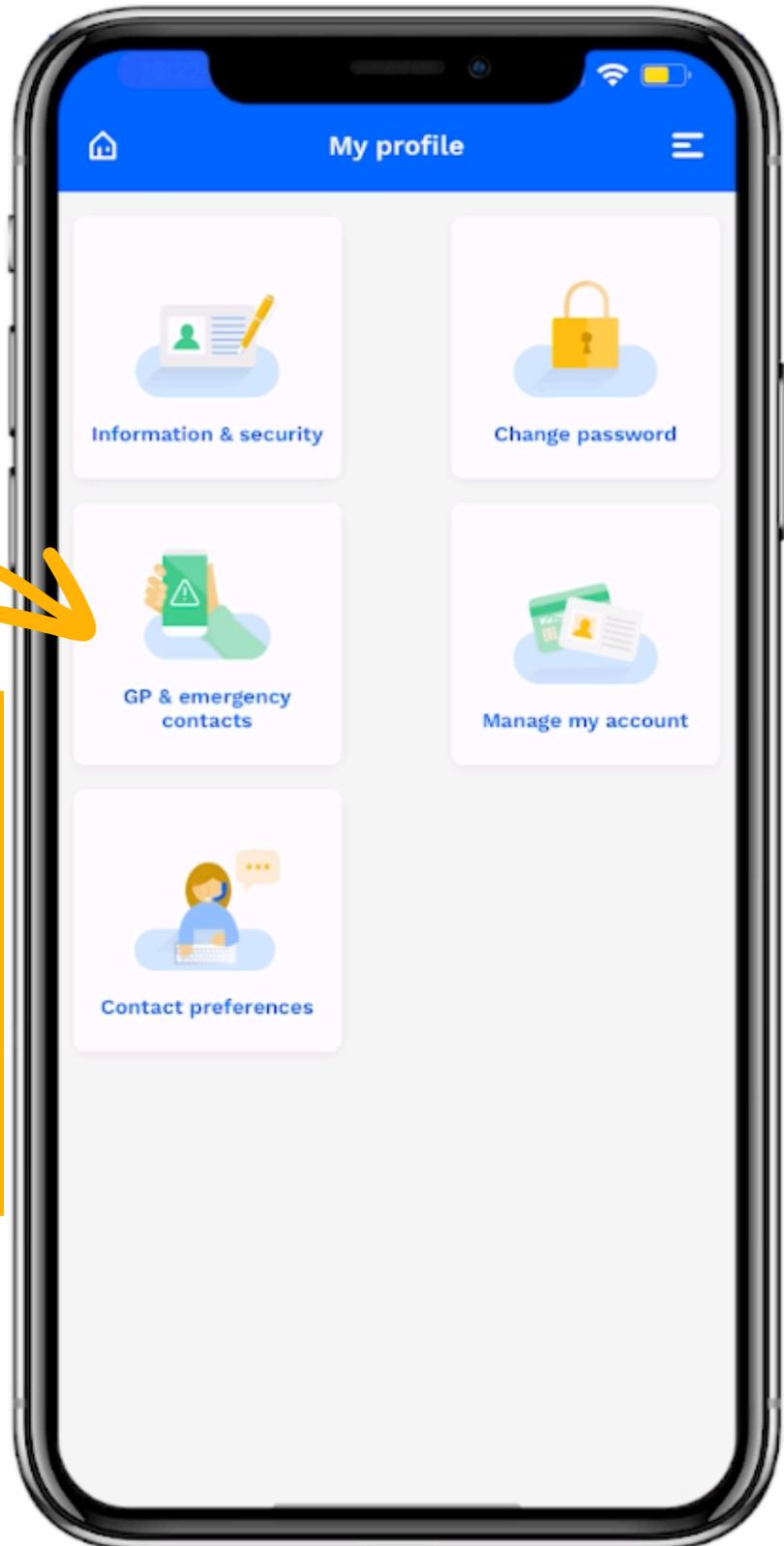# 1. Click on the 3 lines in the top right corner.

doctor care anywhere.

16:01   5G 61

Hi, Viktoria.
What can we help you with?

Book an appointment
Video and phone appointments available 24/7, all year round. We've got just the clinician for you. >

My Health
Modern life is complicated - we've created a health and wellbeing toolkit to help guide you through it >

Home   Appointments   Prescriptions   Uploads   Medical History

2. Select 'My profile'.
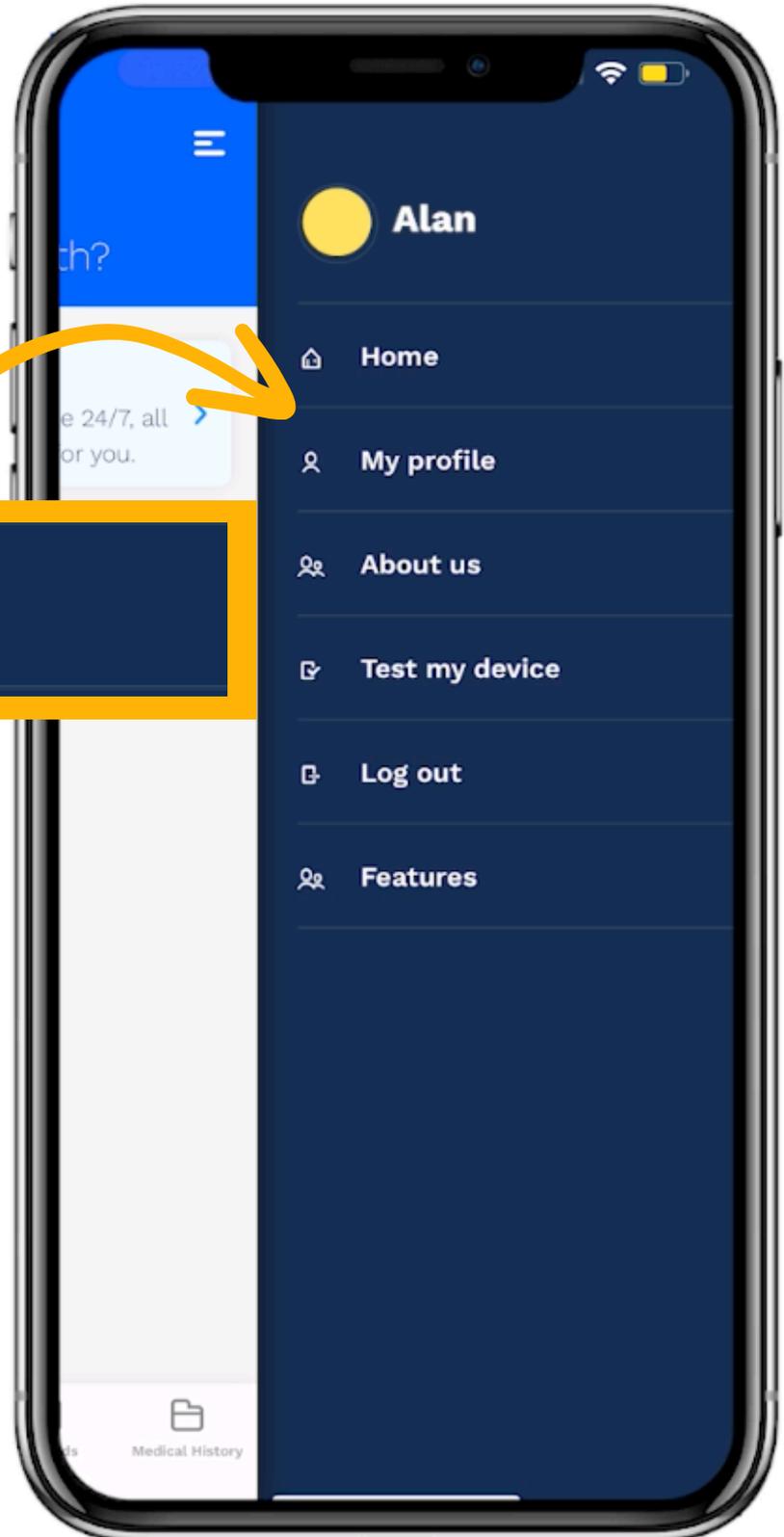
doctor care anywhere.

3. Select 'GP & emergency contacts'.

My profile

Information & security

Change password

GP & emergency contacts

Manage my account

Contact preferences

GP & emergency contacts

4. Click on the 'Add your GP surgery' button.

GP & emergency contacts

Your contact

GP details

Add your GP surgery...

Add your GP surgery...

Enter your NHS number...

Emergency contacts

Add an emergency contact...

doctor care anywhere.
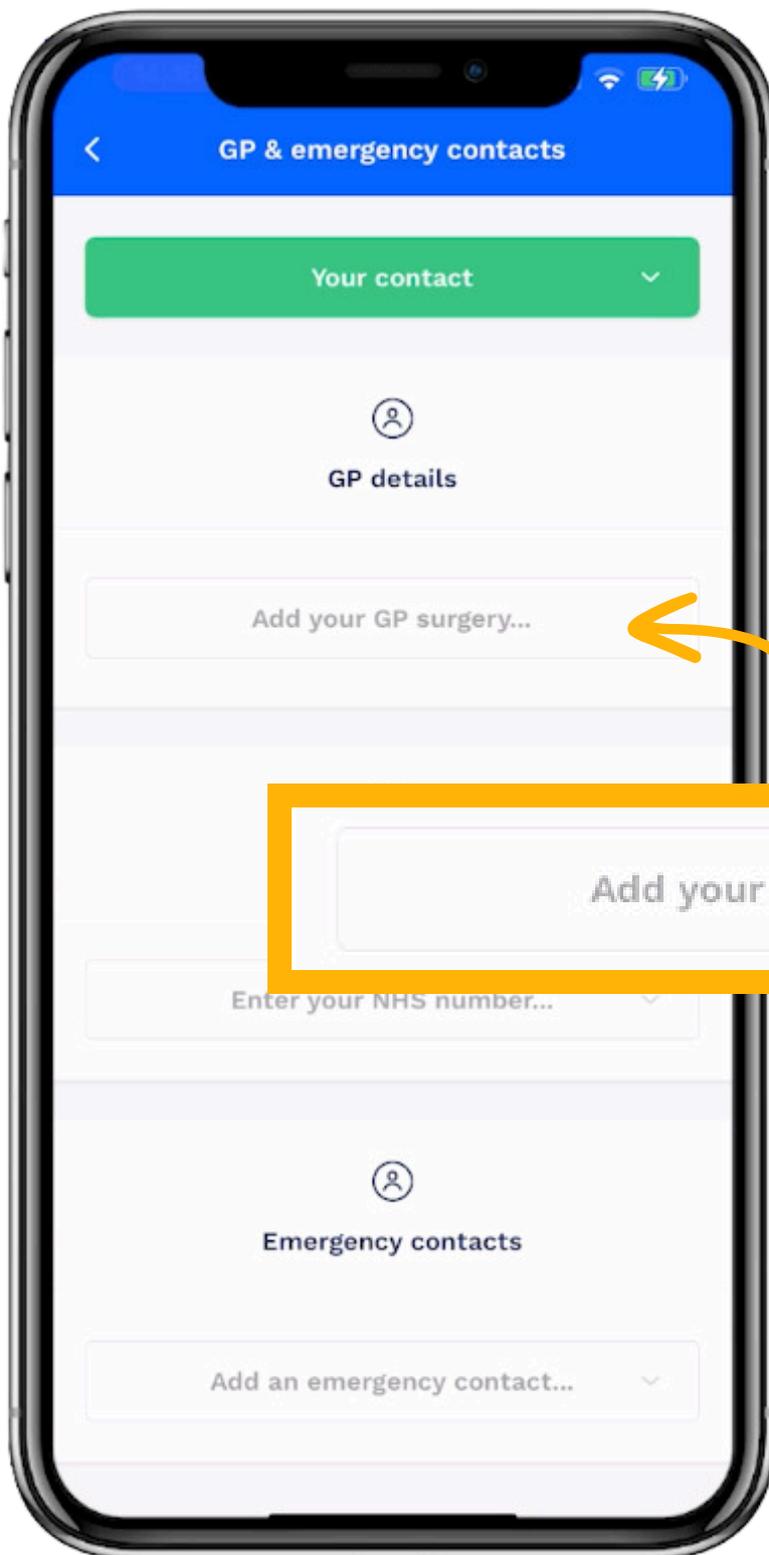
5. Click on the 'GP address' button.

Close

Add GP details

GP address...

Look up GP address   Enter address manually

6. Search for your GP.

Cancel   **Search**

Postcode

🔍   BRICK LA

doctor care anywhere.
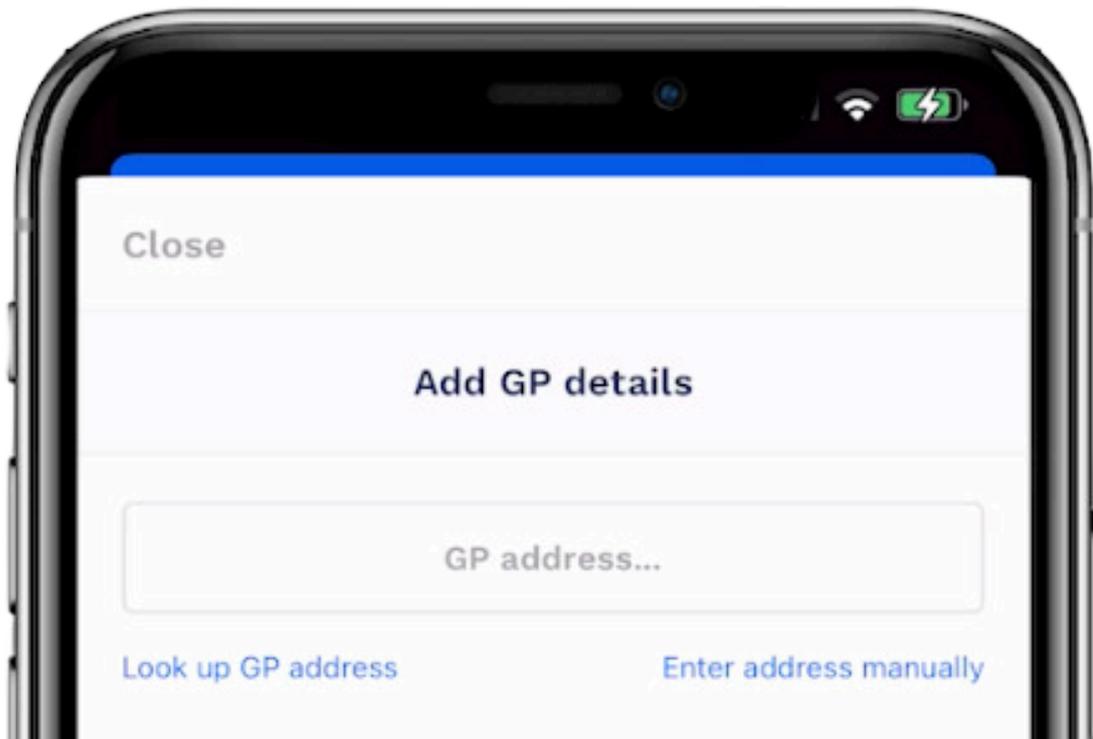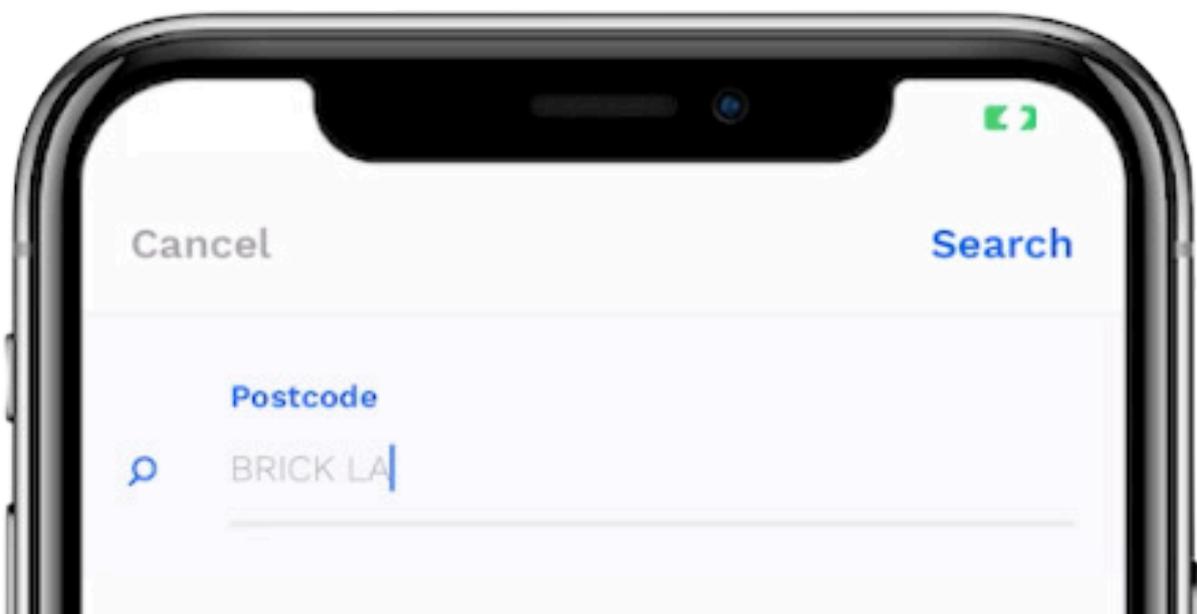
7. Choose your GP accordingly and click 'Done' once ready.

Close   Done

Select your practice from the list

○ East Enfield Medical Practice (Brick Lane), 28 Brick Lane, Enfield, EN3 5BA

✓ East Enfield Practice, The Surgery, 340 High Street, Enfield, EN3 4DE

○ Medicus Health Partners - Southbury Road, 73 Southbury Road, Enfield, EN1 1PJ

○ Medicus Health Partners - Hertford Road, 413 Hertford Road, Enfield, EN3 5PR
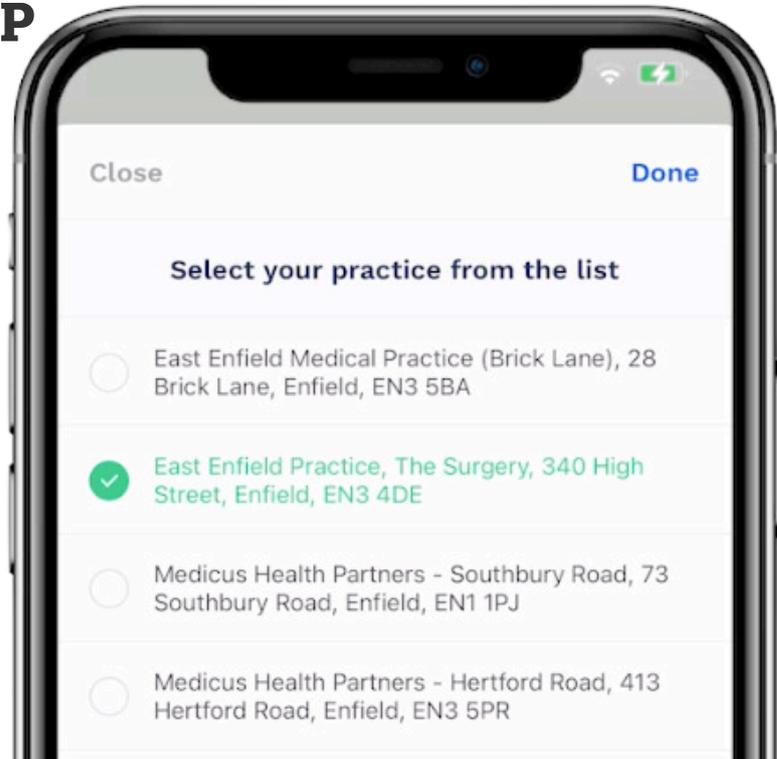
8. Click on the 'Save' button.

Close   Save

Add GP details

East Enfield Practice, The Surgery, 340 High Street, Enfield, EN3 4DE
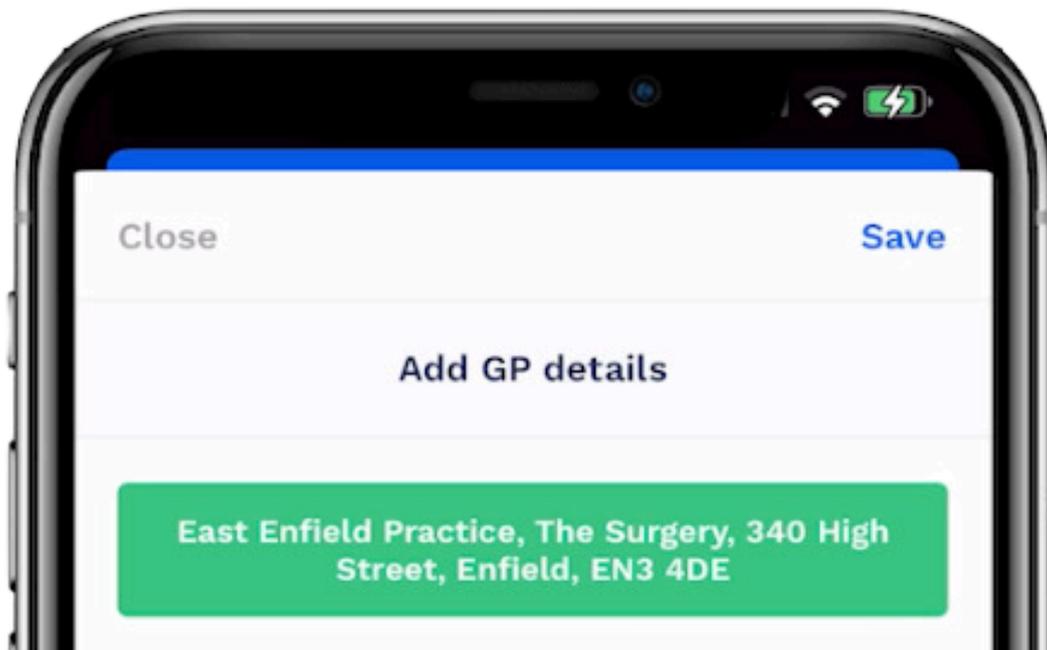
9. Click on the 'Enter your NHS number' button.
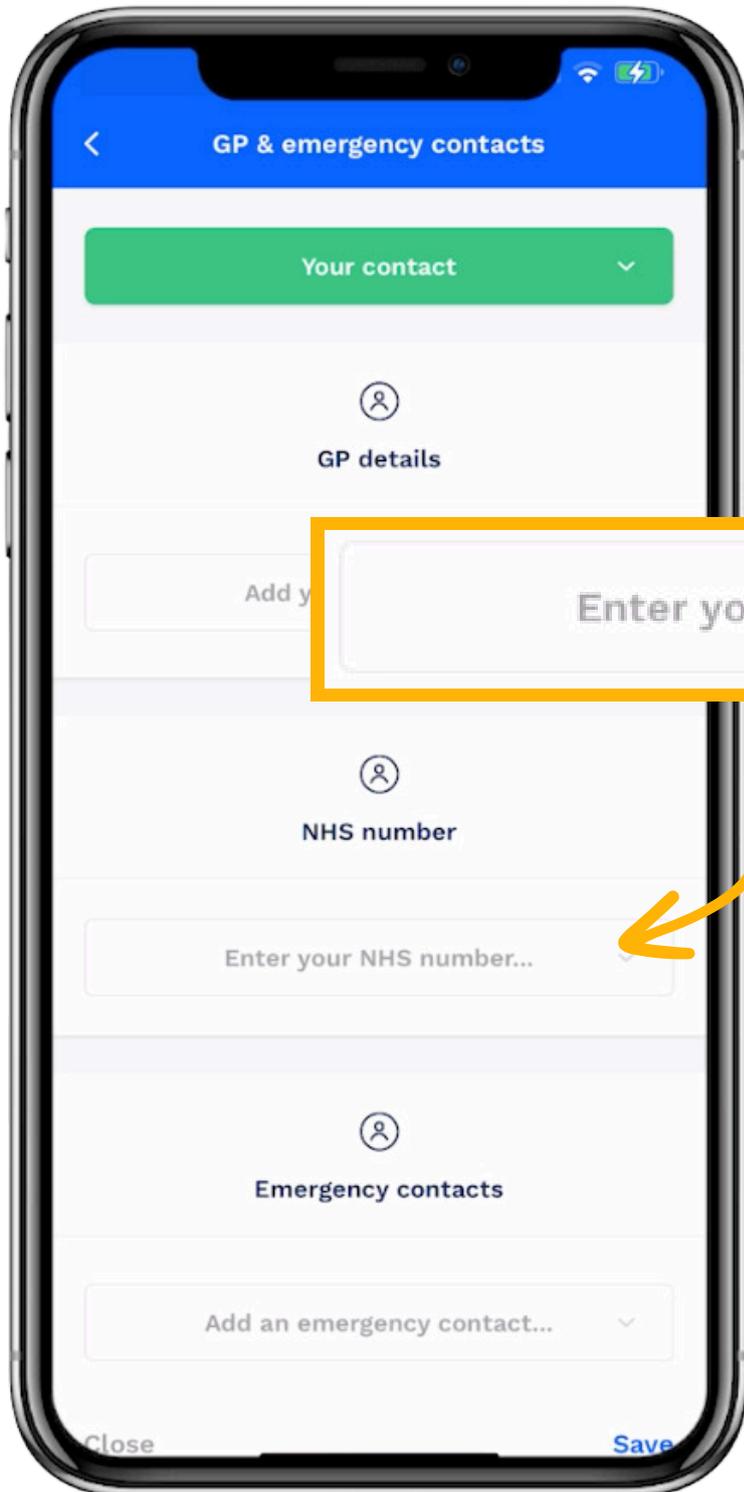
10. Enter your NHS number and click 'Save' once done.

Close   Save

Add NHS number

NHS number

123456789

If you are registered with the NHS in England and Wales you will have a unique NHS number, made up of 10 digits, shown like this: 1234567891
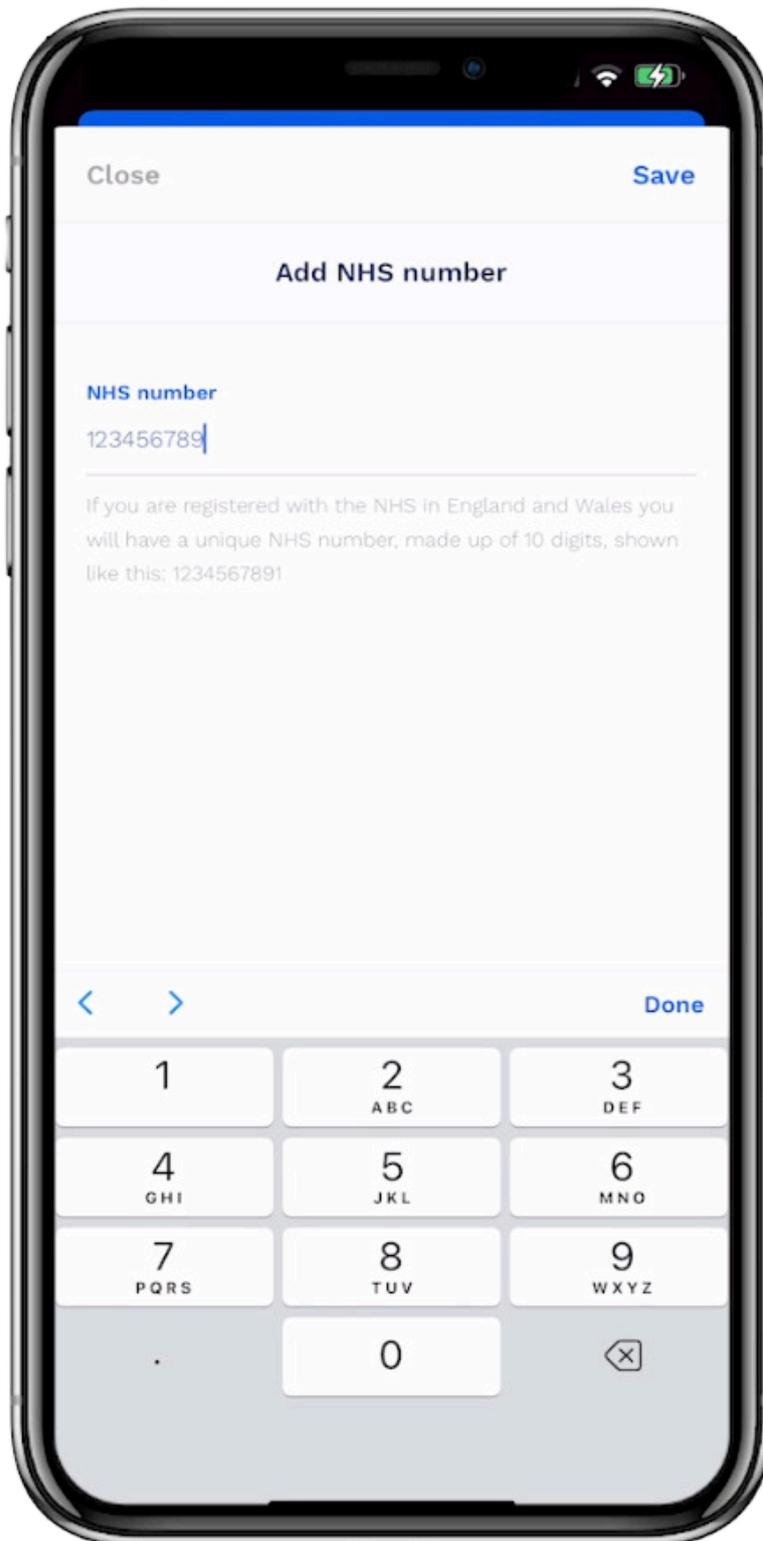
11. Click on the 'Add an emergency contact' button.

GP & emergency contacts

Your contact

GP details

Add your GP surgery...

NHS number

Add an emergency contact...

Emergency contacts

Add an emergency contact...

Close   Save

doctor care anywhere.
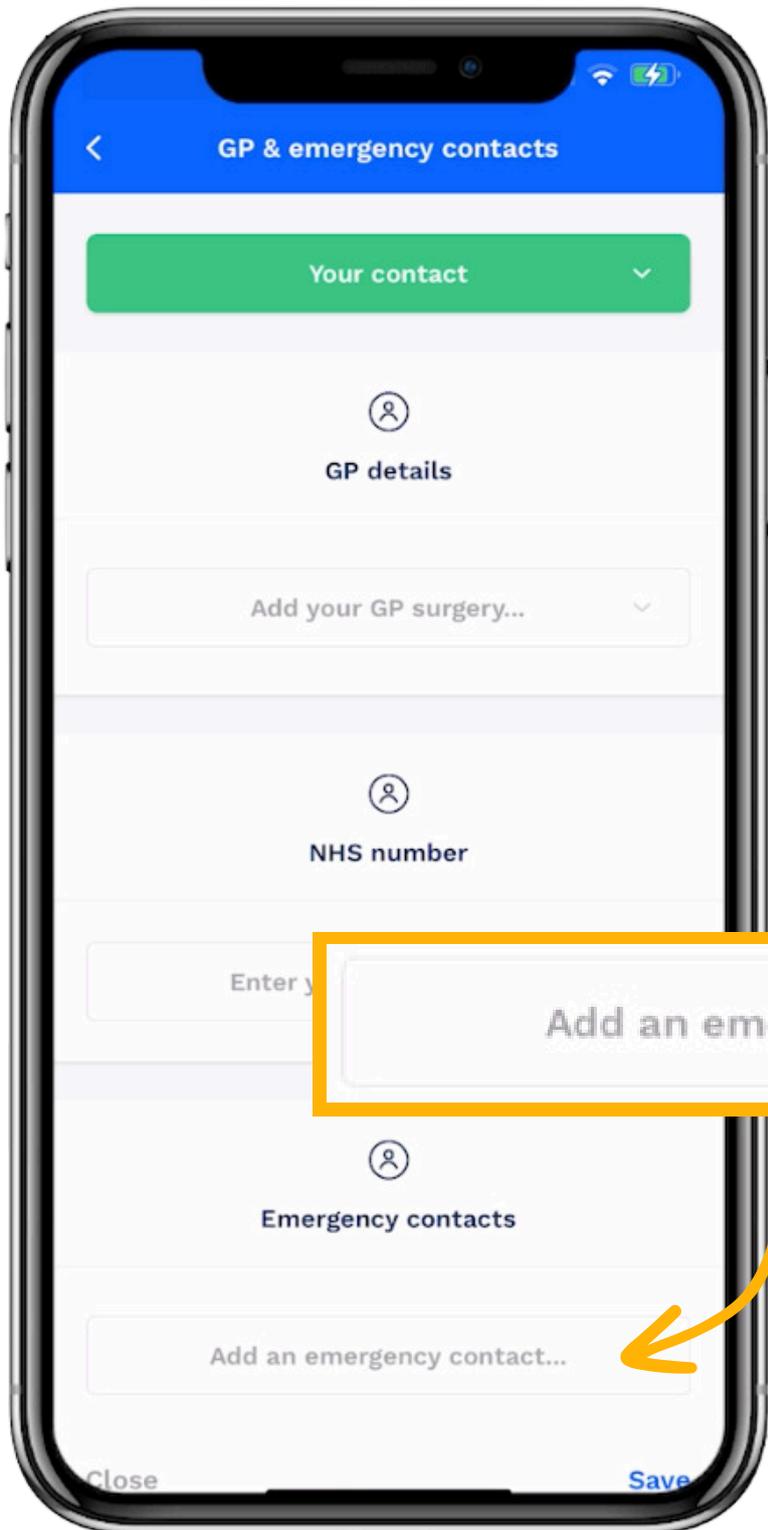
12. Enter your emergency contact details and click 'Save' once done.
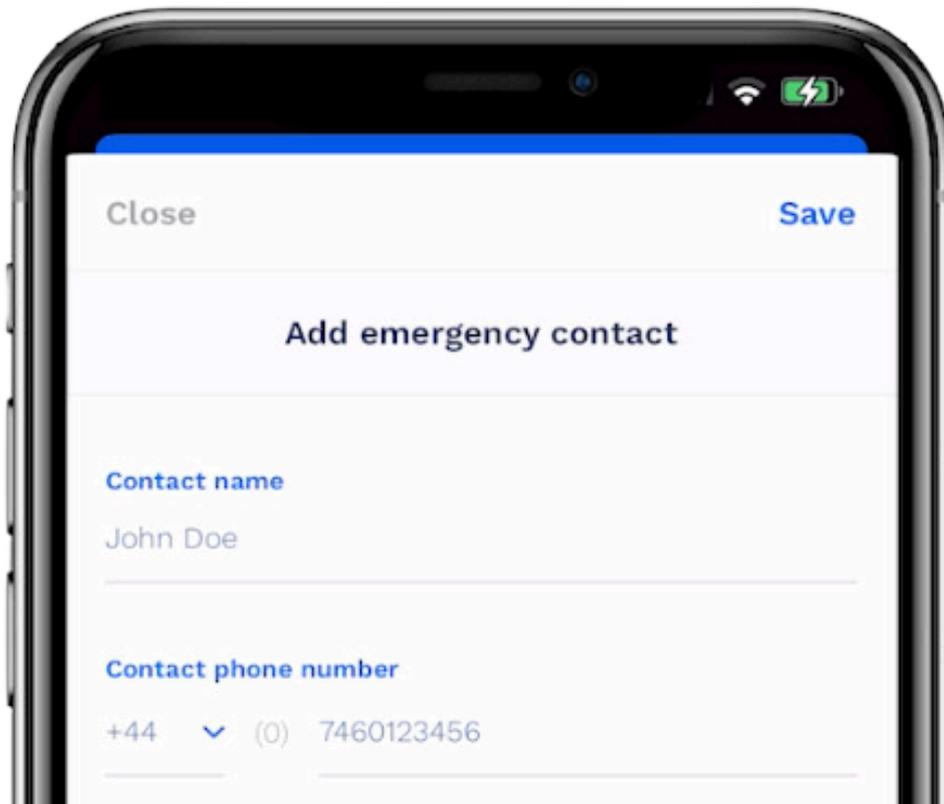
Close   Save

Add emergency contact

Contact name

John Doe

Contact phone number

+44 ⌄ (0) 7460123456

13. Click the arrow in the top left corner and return to your 'My profile' page.

GP & emergency contacts

Your contact   ⌄
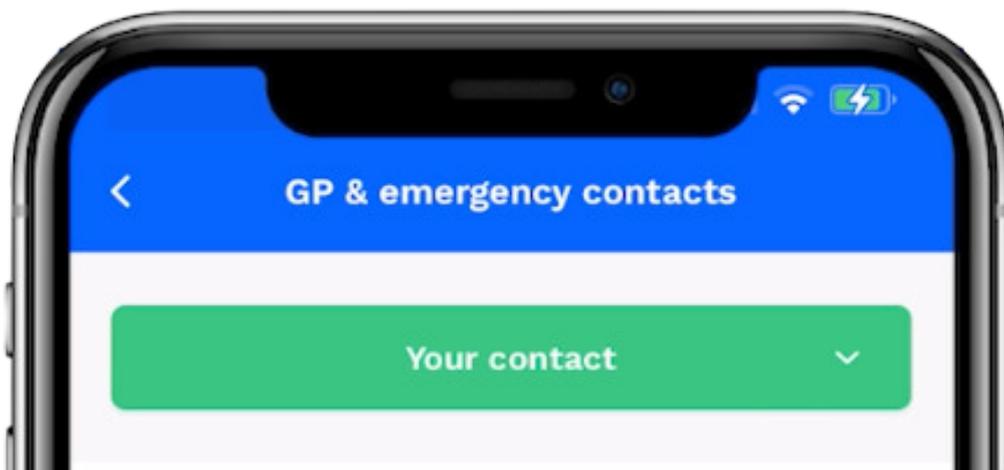
14. Select 'Information & security'.

Information & security

My profile

Information & security

Change password

GP & emergency contacts

Manage my account

Contact preferences
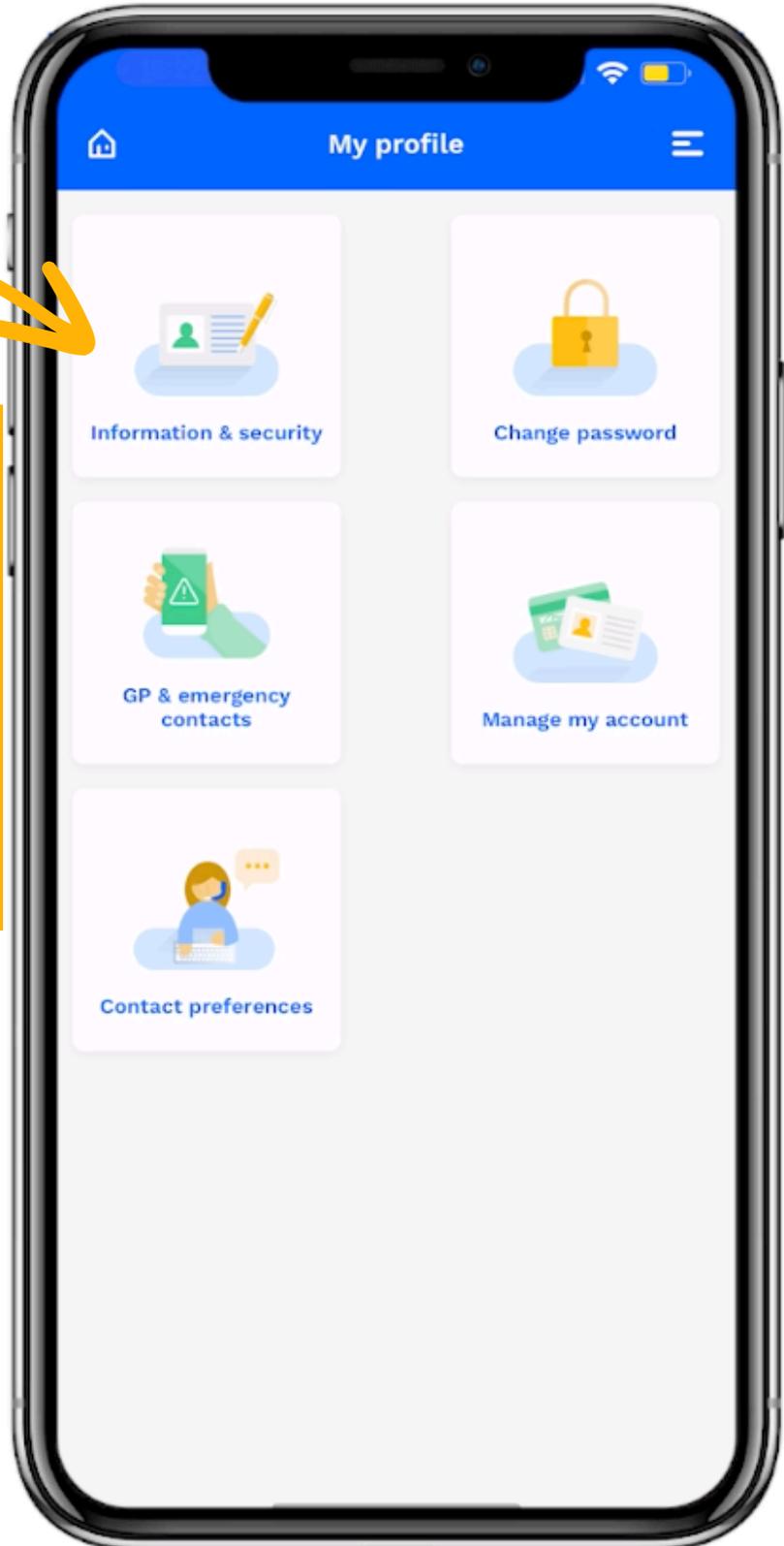
15. Click on the 'Edit' button to edit your email and mobile number.

Information & security

Email

email@email.com

Edit >

Phone

Mobile number: +44 1234 123123

Edit >

doctor care anywhere.
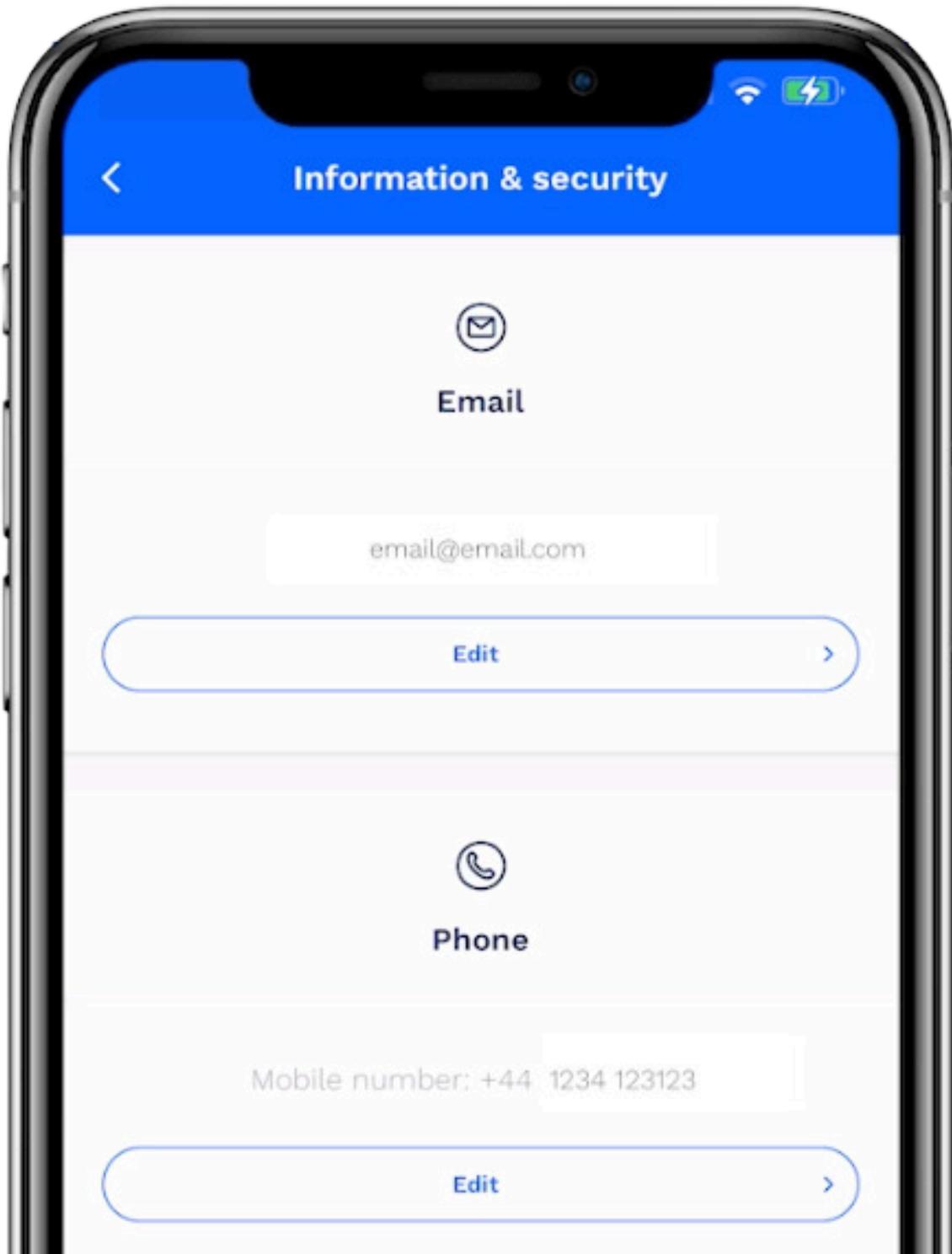
16. Click on the 'Edit' button to edit your home address.

Information & security

Home address

1 Covent Garden
London
EC1M 3LN
United Kingdom

Edit >