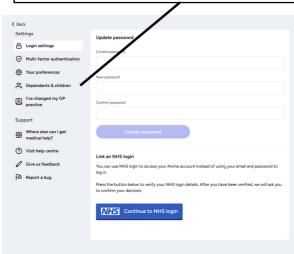


Under 'Settings,' you can add children or individuals you care for, change passwords, and update preferences.



How can we help?			
Medical request Use this for any new or ongoing medical problem	>	Admin request Use this for any admin queries, for example to enquire about results, fit (sick) notes, etc	test
Self-help Use this to find NHS advice and guidance of managir conditions at home	C ²		
uick access Cancel Appointment	· ·	Repeat Prescription	;
Time off work (sick note) Request	\	Personal Details Update	:
Medication Review		Test Results Request	

Patient Name Surgery Name

Any Announcements

Opening Times

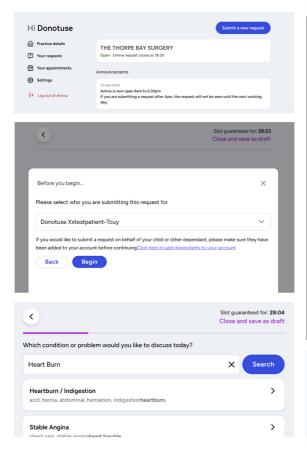
Settings

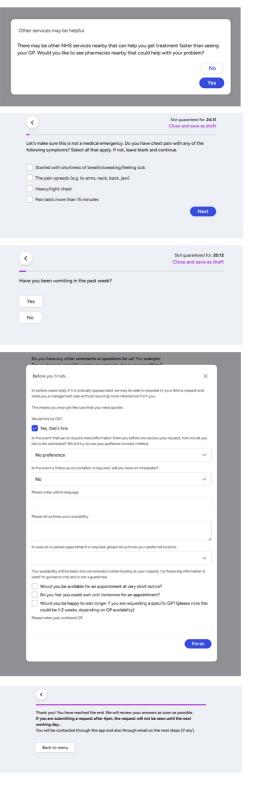
Medical request: use this if you require an appointment with a GP or another healthcare professional.

Admin requests are open 24/7. Use this for cancelling appointments, test results, medication reviews, prescriptions, forms, updating details, and sick notes.

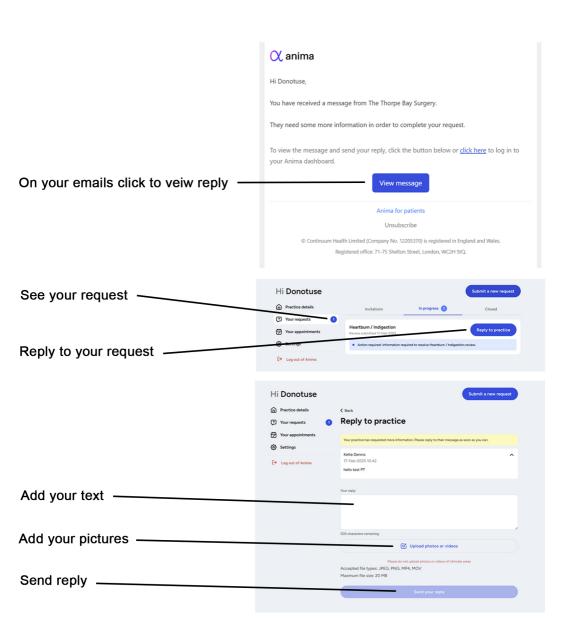
How to Submit a New Triage:

- 1 Click the blue button on the home screen
- 2. Select who the triage is for.
- 3. In the first two boxes, briefly describe what's wrong (these are usually the most important fields).
- You will then be directed to two pages of screening questions. If necessary, you will be advised to go to A&E.
- 5. You may receive a pop-up about other services; you can choose 'Yes' or 'No.'
- Answer all the questions. Some may seem random, but they follow NICE guidelines used by GPs to assess if symptoms are urgent.
- 7. Before finishing, choose your preferences. Please note that the type of appointment or location may change if the person triaging needs to see you in person or if your request can be handled over the phone.
- 8. Click 'Finish.





You may receive a request from the clinician asking for additional details or advice. If this happens, you will receive a notice via text and email. Click on the link provided, log in to your Anima account, view your request, and click on 'Reply to Practice.' You can then type a message back to the clinician and attach any relevant pictures.

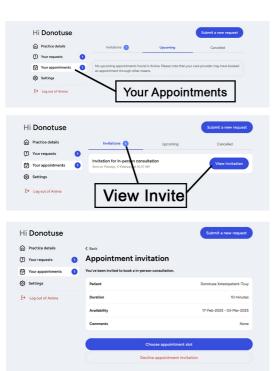


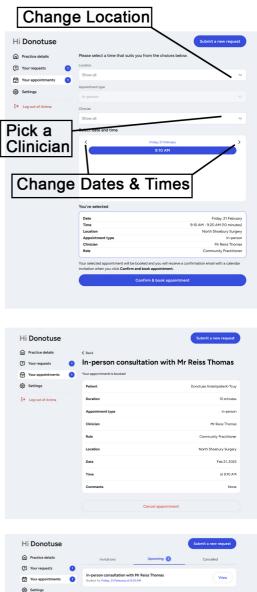
After submitting your request, you will receive one of three replies:

- 1. Visit a pharmacy or other services: This will be sent to you via text and email. If you don't have an email address, a staff member will call you back.
- 2. Direct booking into an appointment slot: If you cannot make the given slot, contact the surgery, and they can reschedule your appointment.
- 3. Sent a link to book an appointment:
 - . Click on the link sent via email or text.
 - . Click on Your Appointments.
 - . Click on Invitations.
 - . View the invitation.
 - . Choose your preferred appointment slot.

You will see the next available appointment on the text page, or you can adjust the settings for location and clinician. Using the arrows, you can view all available dates and times. Please note that additional slots become available every day, and you do not have to choose a slot for the same day the triage was made.

Under 'Your Appointments,' you can view any upcoming appointments made through Anima.





(+) Log out of Anim