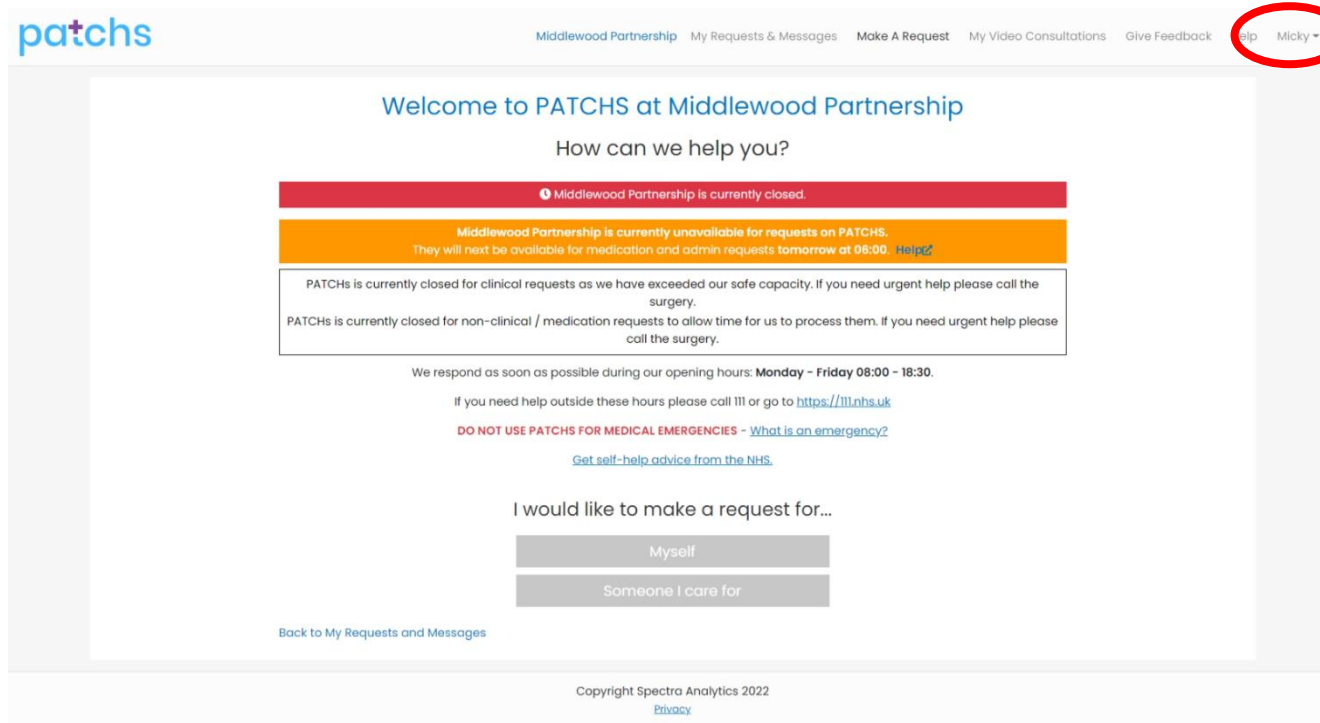


How to register someone you care for with a PATCHS account

This section explains how you can register someone you care for with PATCHS as a patient. This may be an adult or a child.

You must be over 16 years of age to register, so children under 16 years of age will need to be linked to their parent's or carer's PATCHS account.

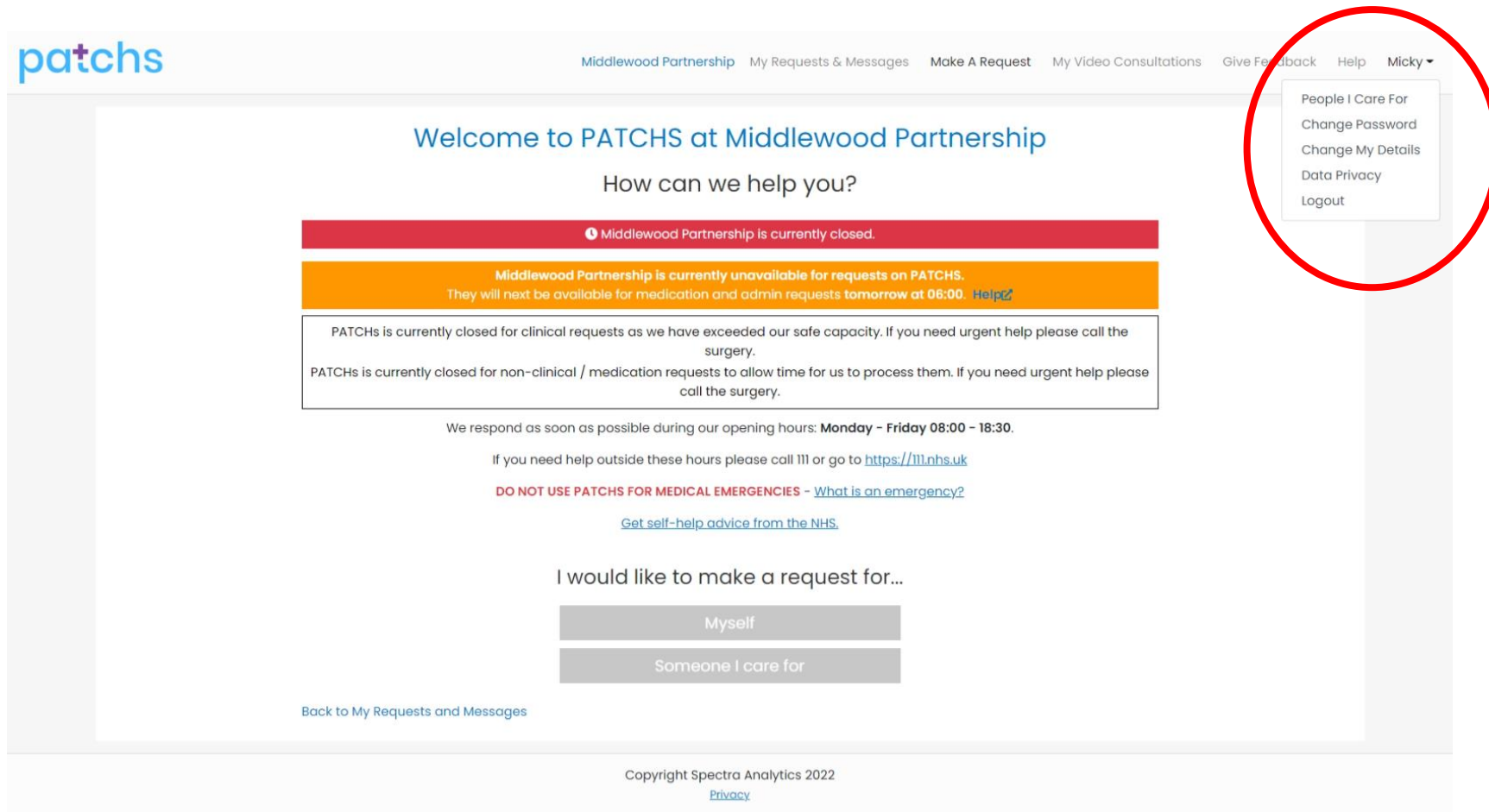
1. Register yourself for a PATCHS account and then login to PATCHS. You can see instructions for how to register yourself [here](#).



The login button is in the top right of the screen

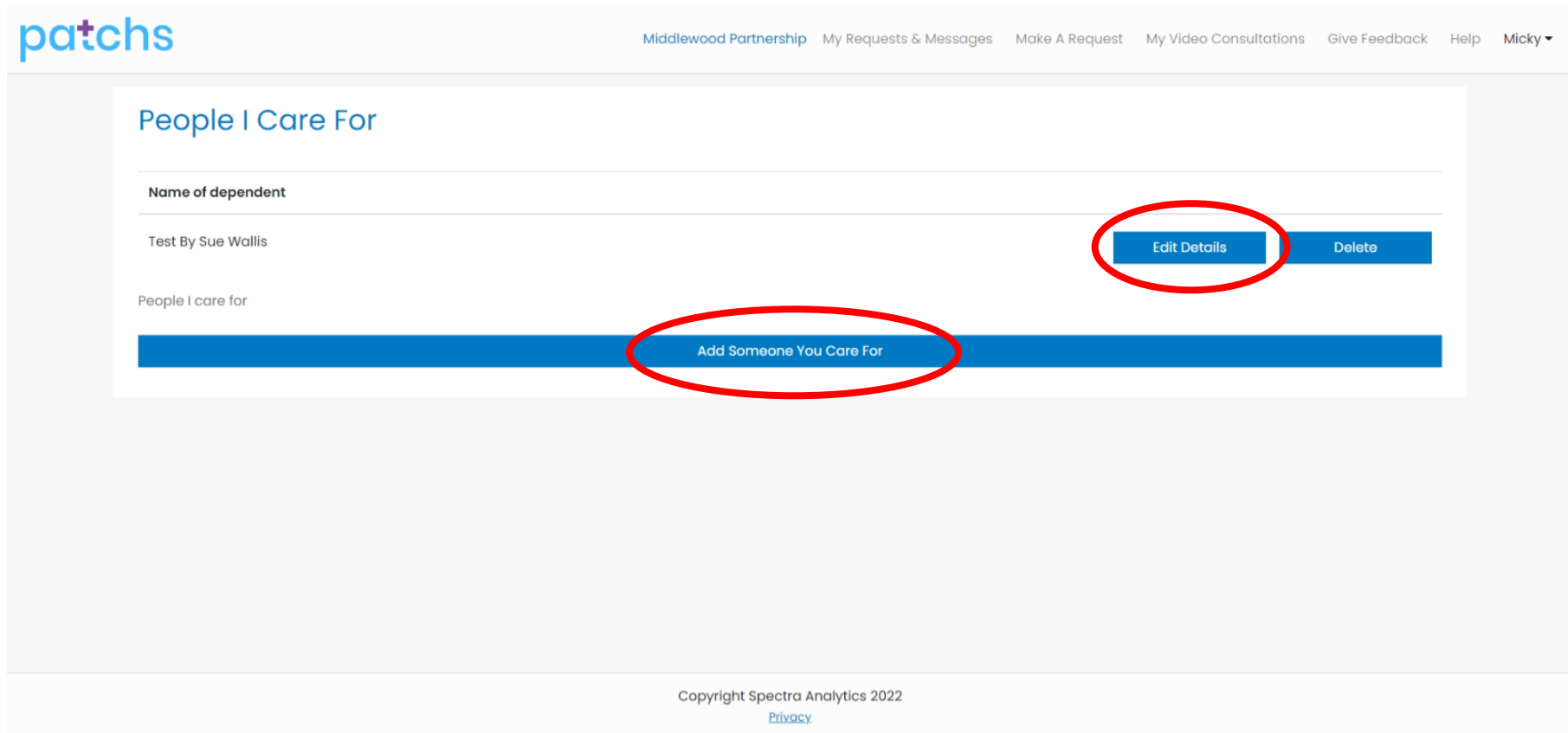
When you are logged into PATCHS, you will see your name next to a small arrow.

2. Click on the arrow next to your name in the top right hand corner of the screen.
3. A drop-down menu will appear – click on the first option **People I Care For**



The screenshot shows the PATCHS website interface. At the top left is the 'patches' logo. The top navigation bar includes links for 'Middlewood Partnership', 'My Requests & Messages', 'Make A Request', 'My Video Consultations', 'Give Feedback', 'Help', and 'Micky'. A red circle highlights the 'Micky' dropdown menu, which is open and shows the following options: 'People I Care For', 'Change Password', 'Change My Details', 'Data Privacy', and 'Logout'. The main content area features a welcome message: 'Welcome to PATCHS at Middlewood Partnership' and 'How can we help you?'. Below this are three status bars: a red one stating 'Middlewood Partnership is currently closed.', an orange one stating 'Middlewood Partnership is currently unavailable for requests on PATCHS. They will next be available for medication and admin requests tomorrow at 08:00. Help', and a white one with a black border stating 'PATCHS is currently closed for clinical requests as we have exceeded our safe capacity. If you need urgent help please call the surgery. PATCHS is currently closed for non-clinical / medication requests to allow time for us to process them. If you need urgent help please call the surgery.' Below these bars, it says 'We respond as soon as possible during our opening hours: Monday - Friday 08:00 - 18:30.' and 'If you need help outside these hours please call 111 or go to <https://111.nhs.uk>'. A red warning states 'DO NOT USE PATCHS FOR MEDICAL EMERGENCIES - [What is an emergency?](#)' and a blue link says 'Get self-help advice from the NHS.' The section 'I would like to make a request for...' has two buttons: 'Myself' and 'Someone I care for'. At the bottom left is a link 'Back to My Requests and Messages'. The footer contains 'Copyright Spectra Analytics 2022' and a 'Privacy' link.

4. The screen will now show the people you care for or you can add someone you care for.
5. If you have already registered someone, you can edit their details by clicking on the blue **Edit Details** button
6. If you want to add someone you care for, click on the **Add Someone You Care For** button at the bottom of the screen.



7. This will take you to the **Personal Details** page where you can enter your details (just like you did when you registered yourself).

Middlewood Partnership

Create an account to contact your GP online

Personal Details

[Why are we asking for this information?](#)

First name*

Middle name

Last name*

Date of Birth

Day*

Month*

Year*

Gender*

Female Male Prefer not to say

Ethnicity*

Contact Details

[Why are we asking for this information?](#)

Street address*

Town*

Postcode*

I am acting in the capacity of a parent or carer or otherwise on behalf of this patient with their consent.*

I confirm that I am or the person I am using this service for is a patient registered at Middlewood Partnership*

Add

[Back to previous page](#)

You don't need to add their contact details because you will be contacted by the practice on their behalf.

8. Click on the 2 boxes at the bottom of the form to confirm you are acting in the capacity of a parent or carer with their consent and that the person that you are using the service for is a Middlewood patient.

Then press the blue **Add** button

9. You will then be able to make a request for the person you care for.