

## How to book an in-person visit

On the visiting times web page select the ward where the inpatient you are visiting is staying. The webpage is located at <u>http://royalpapworth.nhs.uk/visiting/</u>

Click the button – BOOK AN IN-PERSON VISIT

A new window will open confirming the ward you would like to visit.

Each ward has its own personal front screen with the Level and North/South.



Royal Papworth Hospital Level 5 South, Papworth Road, Cambridge Biomedical Campus, Cambridge, CB2 0AY

vailable dates Select a date							Available times on Monday 26 April Select a time		
April 2021				>	2.00pm	2.30pm	3.00pm		
Mo	Tu	We	Th	Fr	Sa	Su	3.30pm	4.00pm	4.30pm
			1	2	3	4	6.30pm	7.00pm	
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28	29	30					

At the bottom of the page, select the appointment date and time you would like to book.

Please input your own personal details (not the details of the inpatient).

	Royal Papworth Hospital NHS Foundation Trust
Appointment	Change
🎽 Monday 26 April, 2.00pm	
Enter your details	
First name	
Last name	
Date of birth (for example, 15 3 1984)	
Postal code	

Where it asks for a hospital number, please enter the name of the patient you are visiting

NHS number (c	ptional)			
This should be 1	0 numbers. For examp	le, 485 777 3456.		
You can find yo	ur NHS number here.			
Hospital numbe	er (optional)			
Mobile number				
We may need to	o contact you about yo	ur appointment.		
How would you	prefer to receive com	munication about ye	our appointment?	
O Email	O SMS text			
Book appoint	ment			
By continuing you	confirm you have read ou	r privacy policy and acc	ept our terms of service.	

You do NOT need to supply their NHS number.

Then select how you wish to receive your appointment confirmation (either by email or text message).

You will be prompted to add your email address or mobile number based on your selection

Then click "Book Appointment".

The visitor will then receive the following on-screen message.



You will then receive either a confirmation text or email to confirm your appointment.