

## Steps for members of the public to book a Patient Visit

Step 1. Go to the St James Hospital website and click on the "Visiting Self Registration".



## Step 2. Review and agree to the terms and conditions of the visiting





Step 3. Enter the details of the patient you wish to visit with their ward details, along with your preferred appointment date and time.

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N/DZ		St James s Hospital			-
		Visitor Self Registration			
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Appointment Details				H Reception	-
Please enter the patient whom you like to visit		Please select the location		Please select the ward which you going to visit	
Patient		Concourse Visiting Location	*	Abraham Colles Ward	1
Appointment Date		Time Slot		Purpose of your visit	
26/04/2023		• 18:00	•	INPATIENT VISIT	
Note: Red indicated fields are mandatory					
				←Previous Next →	
			_	1211	

Note: you can only book a visit 2 days in advance, visits are limited to two persons per visit.

## Step 4. Enter your [the visitor] own personal details.

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	<b>DO</b>		↑ Route
Full Name Visitor	Email Address	Contact Number	•0
Note: Red indicated fields are n	andatory	-Pre-	ious Next-
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## Step 5. Once completed, confirm the booking details.

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	Registration Summary					13 -
	Appointment Details	In Patient Visitor				W. Contraction
No.	Patient Name	Patient	NX			o poute 1
- 19	Purpose of visit	INPATIENT VISIT	$\bigcirc$			
	Patient Location/Ward	Concourse Visiting Loci		A Reception		
	Appointment End	26/04/2023 19:00	Confirmation	and the second se		
		Do	you want to submit your details ?			•0
	S Visitor Details	The second second	Yes			
1.14	Full Name	Visitor	10 Sec. 1 (1)	A DESCRIPTION OF		and the second
	Email Address	wpatel@stjames.ie				
	Contact Number	014103000				
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Step 6. After a short while, a confirmation email with full visiting appointment details will be sent to you.





Step 7. On arrival to the Hospital you will be required to show your confirmation email to staff member who will guide you to complete your visit or use the kiosk to check in.

Note: if you forget your mail or do not have access to it a member of the Visiting Customer Support officer will assist you.