

## Application for Online Access

<b>Surname:</b>	<b>Date of birth:</b>
<b>First name:</b>	
<b>Address:</b>	
<b>Email:</b>	
<b>Home Tel:</b>	<b>Mobile Tel:</b>

*I wish to have access to the following online services (please tick all that apply):*

1. Booking appointments	<input type="checkbox"/>
2. Requesting repeat prescriptions	<input type="checkbox"/>
3. Accessing my medical record	<input type="checkbox"/>

*I wish to access my medical record online and understand and agree with each statement (please tick):*

1. I have read and understood the information leaflet provided by the practice	<input type="checkbox"/>
2. I will be responsible for the security of the information that I see or download	<input type="checkbox"/>
3. If I choose to share my information with anyone else, this is at my own risk	<input type="checkbox"/>
4. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement	<input type="checkbox"/>
5. If I see information in my record that is not about me or is inaccurate, I will contact the practice as soon as possible	<input type="checkbox"/>
<b>Signature:</b>	<b>Date:</b>

### For practice use only

<b>Pt NHS No:</b>	Practice computer ID number
<b><u>Identity verified by:</u></b> (initials)	<b><u>Date:</u></b>
<b><u>Method</u></b> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <span>Vouching <input type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <span>Vouching with information in record <input type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <span>Photo ID and proof of residence <input type="checkbox"/></span> </div>	
<b>Authorised by:</b>	<b>Date</b>
Level of record access enabled  <div style="text-align: right;">Contractual minimum <input checked="" type="checkbox"/></div> Other: .....	<b>Notes / explanation</b>

## Patient Information Leaflet – Accessing GP Records Online

Practices are increasingly enabling patients to be able to request repeat prescriptions and book appointments online.

Some patients may wish to access more information online and contractually from 1<sup>st</sup> April 2015 practices are obliged to assist access to medications, allergies and adverse reactions as a minimum and from the 1<sup>st</sup> April 2016 coded data.

However, this requires additional considerations as outlined in this leaflet. You will be asked that you have read and understood this leaflet before consenting and applying to access your records online. The practice will also need to verify your identity.

### Please note:

- **It will be your responsibility to keep your login details and password safe and secure. If you know or suspect that your record has been accessed by someone that you have not agreed should see it, then you should change your password immediately.**
- **If you can't do this for some reason, we recommend that you contact the practice so that they can remove online access until you are able to reset your password.**
- **If you print out any information from your record, it is also your responsibility to keep this secure. If you are at all worried about keeping printed copies safe, we recommend that you do not make copies at all.**
- **The practice may not be able to offer online access due to reasons such as concerns that it could cause harm to physical or mental health or where there is reference to third parties. The practice has the right to remove online access to services for anyone that doesn't use them responsibly.**

### More information

For more information about keeping your healthcare records safe and secure, you will find a helpful leaflet produced by the NHS in conjunction with the British Computer Society:

Keeping your online health and social care records safe and secure

<http://www.nhs.uk/NHSEngland/thenhs/records/healthrecords/Documents/PatientGuidanceBooklet.pdf>

### Key considerations

#### **Forgotten history**

There may be something you have forgotten about in your record that you might find upsetting.

#### **Abnormal results or bad news**

If your GP has given you access to test results or letters, you may see something that you find upsetting to you. This may occur before you have spoken to your doctor or while the surgery is closed, and you cannot contact them.

#### **Choosing to share your information with someone**

It's up to you whether you share your information with others – perhaps family members or carers. It's your choice, but also your responsibility to keep the information safe and secure.

#### **Coercion**

If you think you may be pressured into revealing details from your patient record to someone else against your will, it is best that you do not register for access at this time.

#### **Misunderstood information**

Your medical record is designed to be used by clinical professionals to ensure that you receive the best possible care. Some of the information within your medical record may be highly technical, written by specialists and not easily understood. If you require further clarification, please contact the surgery for a clearer explanation.

#### **Information about someone else**

If you spot something in the record that is not about you or notice any other errors, please log out of the system immediately and contact the practice as soon as possible.