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|  | **NORTHFIELD MEDICAL CENTRE** |

**ONLINE ACCESS FORM**

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| --- | --- |
| Surname | Date of birth |
| First name |
| Address |  |
| Email address |
| Telephone number | Mobile number |

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

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| --- | --- |
| 1. Booking appointments
 | 🞏 |
| 1. Requesting repeat prescriptions
 | 🞏 |
| 1. Accessing my medical record (Summary Care Record)
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| 1. Accessing my medical record (Detailed Coded Record Access – This option provides access to historic Detailed Coded Record Access )
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| 1. Accessing my medical record (Full Prospective Access – This option provides the most detailed information going forward)
 | 🞏 |

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

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| --- | --- |
| 1. I have read and understood the information leaflet provided by the practice
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| 1. I will be responsible for the security of the information that I see or download
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| 1. If I choose to share my information with anyone else, this is at my own risk
 | 🞏 |
| 1. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement
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| 1. If I see information in my record that is not about me or is inaccurate, I will contact the practice as soon as possible
 | 🞏 |

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| --- | --- | --- |
| \*Signed: |  | \*Date: |
| \*Print Name: | \*Please provide your relationship to the patient if you are signing on their behalf: |

### If Online Access is being requested for anyone aged 13 or over this must be signed by the patient themselves.

### Online Access will automatically disable for children turning 13. When this happens, we will require a new form completing with the child’s written consent to re-enable Online Access

**FOR OFFICE USE ONLY – ONLINE ACCESS FORM**

PHOTO ID **□** TYPE: STAFF INITIALS

(Over 18 only)

ADDRESS ID **□** TYPE: STAFF INITIALS

ONLINE ACCESS PAPERWORK GENERATED **□** STAFF INITIALS DATE

PAPERWORK TO SCANNING **□** STAFF INITIALS DATE

**Online Services Records Access**

**Patient information leaflet ‘It’s your choice’**

**Online Services Records Access – Patient Information**

**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. Access can also be gained on some phones using fingerprints or Face ID – please consider this.**
* **If you have concerns about this, 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 a number of 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 they feel it could harm or be put at risk.**

***Key considerations*** 

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| ***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 or not 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.  |