# Application for online access to:

# View my detailed coded medical record (Recommended by the Practice) Please note: once we have granted access for you to view your detailed coded record we will not be able to give you access to your full online record as well. For further details see the online services section on our website.

|  |  |
| --- | --- |
| Surname | Date of birth |
| First name | |
| Address      Postcode | |
| Email address (optional) | |
| Telephone number | Mobile number |

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

|  |  |  |
| --- | --- | --- |
| 1. I have read and understood the patient information overleaf | | 🞏 |
| 1. I will be responsible for the security of the information that I see or download | | 🞏 |
| 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 | | 🞏 |
| 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 | | 🞏 |
| **Signature** | **Date** | |

### Once completed please return to Reception

### Your application will be reviewed – this can take up to 21 days

Once reviewed access will be granted and so when you log on to SystmOnline the services will be available to you. If for any reason access cannot be granted you will be informed.

**Accessing Detailed Coded Record Online**

**Patient Information Sheet**

Your detailed coded record will provide you with:-

|  |  |
| --- | --- |
| Demographic data | Investigation results including numeric values and normal ranges |
| Problems / Diagnoses | Procedure codes (medical and surgical) and codes in consultation (symptoms and signs) |
| Biological values (e.g. BP) | Immunisations |
| Medication | Allergies and adverse reactions |
| Codes showing referrals made or letters received | Other codes (e.g. ethnicity) |

**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 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 that doesn’t use them responsibly.

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| --- | --- |
| ***Key Considerations*** | |
| **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. | **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. | **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. |
| **Choosing to share your information**  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. | **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. |