



Application for Online Proxy Access to my Medical Record

Please read carefully –

- This form is to add a “proxy” user to your existing Online Patient Access account... OR to register a proxy user to manage a new account on your behalf.
- The named proxy user on this form will have access to your medical record and will be able to order repeat medication and book appointments on your behalf. Your proxy does not have to be a patient of this surgery.
- Proxy is a new service; procedures and terms for registering may change without prior notification.
- All Patients’ over the **age of 11** will need to sign this form independently below.
- Please read the full terms and conditions on the bottom of this form. This will take **2-3 Working Days** to be completed.

**Your details
(i.e. you the patient with or without an account)**

**Proxy details
(i.e. the person you want to have access to your account)**

*Name:	*Name:
*Address:	*Address:
*Postcode:	*Postcode:
Telephone:	Telephone:
Email:	*Email:
*Date of Birth:	*Date of Birth:
All fields with an asterisk (*) are mandatory	*Relationship to the patient:

Declaration

I give permission for the above named proxy user to have access to my medical records.

Signed (patient)	Signed (proxy)
Date	Date

PROXY ACCESS TERMS AND CONDITIONS

1. When an “age maturity” patient (with a proxy) reaches the age of 16 the account will be closed.
 - Patients aged 16 and over are deemed competent to manage their own healthcare.
 - The proxy user will be notified automatically by email 3 months before the patient’s birthday.
 - The child will be required to register as a full user of Online Patient Access.
 - In some circumstances it may be necessary for the proxy to continue to manage the affairs of a child who has turned 16.
2. All requests from the proxy user to continue to manage the affairs of a child will be assessed by a clinician.
3. Proxy access for adult patients remains indefinitely until either the patient informs us they no longer wish the proxy user to have access or the proxy user informs us they no longer wish to have control of the patient’s account. The practice will inform both parties when links have been removed.
4. Abuse of the system in any way will mean a revocation of the account.
5. If you require technical support you’ll need to contact those service providers directly. Not the surgery.
6. The service is provided solely for the use of the registered patient and/or proxy user only.
7. Passwords/logon credentials should be kept secret. Do not pass on the details of passwords to anyone else.
8. If you suspect that your account has been accessed by someone without your agreement contact the practice as soon as possible.
9. Failure to comply with any of the above conditions may result in revocation of access to the service.