

# Dr Stephen James-Authe/Dr Shameel Karim

**\*\*PHOTO I.D AND PROOF OF ADDRESS REQUIRED\*\***

**\*\* ONLY AVAILABLE FOR ADULTS OVER 18 YEARS \*\***

Drs Karim & James-Authe	Wyresdale Rd/Halliwell Rd Bolton
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## Patient Online: Access to GP online services

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

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

1. Booking appointments	<input type="checkbox"/>
2. Requesting repeat prescriptions	<input type="checkbox"/>
3. Access to Summary Record (Keep Records Safe Leaflet Received)	<input type="checkbox"/>

4. I will be responsible for the security of the information that I see or download	<input type="checkbox"/>
5. If I choose to share my information with anyone else, this is at my own risk	<input type="checkbox"/>
6. 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"/>
7. If I see information in my record that is not about me, or is inaccurate I will log out immediately and contact the practice as soon as possible	<input type="checkbox"/>

Signature		Date	
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### For practice use only

Identity verified through (tick all that apply)	Vouching <input type="checkbox"/> Vouching with information in record <input type="checkbox"/> Photo ID <input type="checkbox"/> Proof of residence <input type="checkbox"/>	Name of verifier	Date
Name of person who authorised (if applicable)			Date
Date account created			
Date password given			

## Keeping your online health and social care records safe and secure

There can be great benefits from having access to your health and social care records online. But your records contain personal and sometimes sensitive information, so it's important to keep them safe.

### A strong password is:

- A secret
- Easy for you to remember, or is kept somewhere safe
- At least eight characters long
- Changed regularly
- Only used for your health or social care records.

### 1 Create a strong password and keep it safe

- Your password and other information for logging on are important for keeping your records safe and secure. Set up a strong password and keep it secret.
- If you think someone might have seen your records without your permission, change your password straightaway and contact your record provider.

### 2 Get into good habits online

- Protect the computer or mobile device you use to access your records – for example, by using a password or PIN and anti-virus software.
- It's best to view your records in private on your own computer or mobile device. Be particularly careful about the security of your records if you're accessing them while on the move.

### 3 Share your records safely, or not at all

- Before you share your records with anyone else, consider whether it's in your best interests and what they might do with the information, now or in the future. If you're in any doubt, don't share.
- If someone is trying to force you to share your records, tell your health or social care professional.

To find out more about your records, talk to your **record provider** – the organisation that gives you access to the records they hold about you.

To read the full version of this guide, go to [www.nhs.uk/records](http://www.nhs.uk/records)  
For more information about online safety, go to [www.getsafeonline.org](http://www.getsafeonline.org)

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