

**BOWLAND MEDICAL PRACTICE  
INFORMATION LEAFLET FOR PATIENTS AND CARERS**

Dear Patient

You are now able to view a summary of your medical records online upon request. There is no charge for this service. The service is completely voluntary to the patient. If you do not want to use it, your treatment will not be affected in any way.

**What are the advantages for me?**

- You can choose to share your records with those treating you anywhere in the NHS. You may also wish to share your records with family members.
- You can easily look up your list of medications and immunisations (known to your GP).
- Accessing your record on computer will help you to understand and make better use of the information we hold about you.
- Access can help you discuss your health with health professionals caring for you.
- You can help to ensure that the information we hold about you remains accurate, up to date and complete.

**What information will I be able to see?**

The system allows you to view the following areas of your GP medical record:

- Diagnoses
- Allergies and any bad reactions to medications
- Patient Information Leaflets linked from the diagnoses in the medical record section
- Vaccinations and immunisations
- Medications

**Are there any risks for me?**

- There may be something in your record that you have forgotten and do not want to be reminded about.
- Some terms may be difficult to understand as the notes are made by doctors and nurses for each other. If necessary please seek further information during your next appointment at the surgery.

**Can I alter the record?**

No, only practice staff can alter your record. However, if you see something which you think needs to be changed please complete the request form as soon as possible. Any changes to your medical record will be authorised by a GP.

**Can I share the record?**

You will be given secure log-in details to access your record. You should keep these safe and not share with anyone. However if you want to share your record with other health professionals or people caring for you, including family and friends, you can print off details or show them the record online by logging on to any internet connected PC. If you do print information from your record you must make sure you dispose of it securely.

### **What about security?**

Your information remains under the control of your GP as it does now. Like online banking you control viewing by using your Username and password. You will be responsible for keeping your log-in details safe.

Logging-off or a power failure will clear all the information accessed online from your computer system. Only the surgery permanently holds your information. You are advised not to copy information to your own computer but to log-on to the secure site each time you wish to access information as it will be up to date and secure. Information may be printed and shared as you wish, but please ensure any paper copies are kept secure and disposed of securely when no longer required.

### **Will my data be passed to anyone else without my permission?**

No. The Data Protection Act states that your personal data can only be shared with your permission.

Please see the Information Commissioners Office web-site for further information:

<http://www.ico.gov.uk>

### **How do I get started?**

1. To be able to use the system you must have a computer with internet access.
2. You will need to have EMIS Web access set up with the practice. You will need to bring phot ID with you to register, e.g. a passport, driving licence.
3. You must complete a Medical Records Consent Form to say you have read and understood this Information Leaflet before you start using the system. This form is available from reception. You can fill out the form before you come in but you need the receptionist to witness your signature.
4. We will contact you with the information you need to login, this might take several days. You must remember these details and keep them secure. You will also be given some instructions about how to log-in and use the service.

Please note: Under the Data Protection Act 1998, you have a legal right to apply for access to health information held about you. If you require access to further information, please apply in writing to the Practice Manager (this is known as a Subject Access Request). There may be a charge for this.

## Application for online access to my medical record

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

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 (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. If I suspect that my account has been accessed by someone without my agreement, I will contact the practice as soon as possible	<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"/>
6. If I think that I may come under pressure to give access to someone else unwillingly I will contact the practice as soon as possible.	<input type="checkbox"/>

Signature	Date
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### For practice use only

Patient NHS number		Practice computer ID number	
Identity verified by (initials)	Date	Method Vouching <input type="checkbox"/> Vouching with information in record <input type="checkbox"/> Photo ID and proof of residence <input type="checkbox"/>	
Authorised by		Date	
Date account created			
Date passphrase sent			
Level of record access enabled All <input type="checkbox"/> Prospective <input type="checkbox"/> Retrospective <input type="checkbox"/> Detailed coded record <input type="checkbox"/> Limited parts <input type="checkbox"/>		Notes / explanation	

