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Patient Online registration form Access to GP online services DETAILED CODED RECORD ACCESS

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

Application for online access to my medical record

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

1. I have read and understood the information on the reverse of this form	<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. 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"/>
5. If I see information in my record that it not about me, or is inaccurate I will log out immediately and contact the practice as soon as possible	<input type="checkbox"/>
Signature of Patient:	

Application for Proxy Access to medical records (only available for children up to 11 years of age. Proxy Access for 11-15year olds will be at the discretion of a clinician).

Signature of Patient (aged 11+)		Date	
Name of Proxy (if applicable)			
Relationship to patient			
Address of Proxy			
Proxy Signature		Date	

PLEASE RETURN THIS FORM, IN PERSON TO THE PRACTICE. YOU WILL NEED TO PROVIDE 2 FORMS OF IDENTIFICATION, ONE WITH PHOTO ID AND ONE DOCUMENT WHICH INCLUDES YOUR ADDRESS (ie. UTILITY BILL, BANK STATEMENT)

For Practice Use Only

Patient NHS Number

Practice computer ID number

Identity verified by (initials)

Date

Method

- Vouching
- Vouching with information in record
- Photo ID and proof of residence

Authorised by

Date

Date account created

Date passphrase sent

Level of record access enabled

- Prospective
 - Retrospective
 - All
 - Limited parts
 - Contractual minimum
-

Contd.....

Before you apply for online access to your record, there are some other things to consider.

Although the chances of any of these things happening are very small, you will be asked that you have read and understood the following before you are given login details.

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.

More information

For more information about keeping your healthcare records safe and secure please visit our website:

www.urmstongrouppractice.co.uk

The reception team will forward the application to a member of the clinical team for approval, and you will usually be able to view certain elements of your medical record within 28 working days.

Important Information – Please read before returning this form

If you wish to, you can now use the internet to request repeat prescriptions for any medications you take regularly and look at your medical record online.

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 or share 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. You can also download a copy of your medical record to a device of your choice and share your record with who you wish, it is your responsibility to ensure the security of sharing your record.

Access for children, parents and guardians

- Child access will automatically be disabled when a child reaches the age of 11
- A competency assessment will be carried out. Regardless of outcome a parent/guardian/carer will re-apply using the Proxy Access Registration Process, where a competent child must authorise the request for Proxy Access. This will be at the discretion of a clinician.
- A child deemed competent may have access to their online record or authorise a parent/carer to have Proxy Access
- Where a child is deemed not to be competent, a parent will apply for access but will be registered as a Proxy User. (This will be reviewed by the practice annually, or when the child attends a further appointment – whichever is the sooner)

Proxy Access

A competent patient can choose and consent to allow access to relatives and/or carers.

The patient will authorise a Proxy Application in the following circumstances:

A patient who has been deemed as competent has authorised and consented to online access.

- Circumstances when the practice will consider authorising proxy access WITHOUT the patient's consent will be when a child 11-16 has been assessed and is deemed as not being competent to make a decision on granting proxy access. Should there be such circumstances the practice will:
 - Ensure the patient has provided consent to the Proxy application
 - Ensure the level of access granted to the Proxy is appropriate and does not exceed what has been agreed by the patient
 - Contact families/carers of children approaching their 11th birthday to remind them that online access could potentially cease, and invite them to come to the surgery for a discussion regarding options available