

Things to consider:

Forgotten history There may be something you have forgotten about in your medical record that you might find upsetting

Choosing to share information with someone It's up to you whether or not you share your information with others, 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 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.

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 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.

Online Access to Medical Services



Information for Patients



Urmston
Group
Practice

Basic online access

There are a wide choice of online service providers, including the NHS app or website. These allow you to view new entries ie. consultations, allergies and severe reactions and order repeat prescriptions using your computer, tablet or smartphone. Online services are free to use and give your more control over your health and care. You can register directly yourself, just visit the preferred website and follow the instructions.

Alternatively you can:

- 1. Ask the surgery for a Basic Access request form.**
- 2. You will need to provide 2 Documents -proof of address and photo ID ie. Passport, bank -statement, utility bill etc.**
- 3. We will then give you a letter with a unique username and password to enter on your choice of provider. (option list available)**

Detailed Coded Record Access

You have a right to know what information we hold about you. The practice is registered and complies with the Data Protection Act 2018. Any request for access to notes by a patient, patient's representative or outside body will be dealt with in accordance with the Act.

Your GP health record includes information about:

Allergies & Adverse reactions

Medicines

Immunisations

Health conditions

Test Results & screening

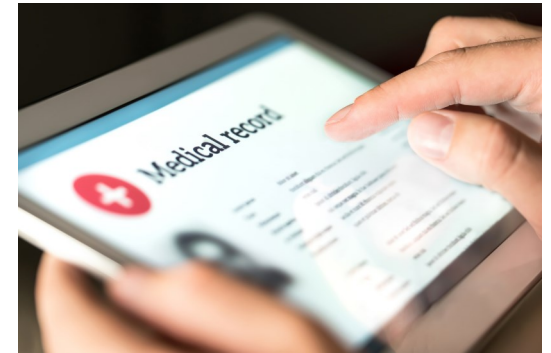
Values (ie blood pressure)

Coded information about procedures, referrals and consultations

Documents from hospitals, community nurses, such as district nurses and other medical staff that look after you.

Some administrative information is also coded in the patient record.

How to Apply for Detailed Coded Record



- Once you have basic access to online services you may then request access to your coded medical notes.
- Read this leaflet carefully.
- Complete the application form -available to download from our website (proof of ID and address will be required when submitting)

The Practice may take up to 28 days to process your application.

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

For more information visit:
www.nhs.uk/GPonlineservices