

# ONLINE ACCESS

## PATIENT INFORMATION

Name: \_\_\_\_\_ Date Of Birth \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

Online Access provides a 24-hour service that enables you to book appointments, request medication and see your medical history online or through the app.

All records can be viewed online using the NHS app or Patient Access. With Patient Access, you can view, share, or download your records.

## SPECIFICATION

- I Understand that it is my responsibility to ensure the security of the information I see or download
- Any information I share is done so at my own risk
- If I suspect someone without my consent has accessed my details, I will contact the surgery immediately
- If the information on my record is inaccurate, I will contact the surgery as soon as possible
- I have read and understood the Access Information Leaflet.
- I understand that I cannot request personal data from anyone else unless I am a parent/ Guardian of a child under 13
- I declare that the information given by me is correct to the best of my knowledge and that I am entitled to apply for access to the records/information referred to under the terms of the Data Protection Act 1998 / Access to Health Records (NI) Order 1993 Your

Printed Name:

Signature:

Date:

## AUTHORISATION

ID Provided

☐

ID Type

Checked by:

Linkage Key Given

☐

Access Granted ☐

If not granted state the reason

# SUBJECT ACCESS REQUEST

# **Access Information Leaflet**

## **Misunderstood Information**

- Your medical records are made and maintained by healthcare professionals to ensure that you receive the best clinical care possible. Some of the information in your records may be very technical and, therefore, not easily understood.

## **Abnormal Results**

- If you have full access, you may come across abnormal test results. This isn't something to be concerned about. Abnormalities come with different ages, races, ~~sexes~~, among more. These abnormal results may be entirely normal for you as an individual. It is important to be aware that occasions may arise when you receive abnormal results but are unable to contact the surgery as it is closed.

## **Responsibility**

- It is your responsibility to decide whether you share your information with others. You also take full responsibility for keeping the records safe and secure.

## **Coercion**

- If you think you will be pressured into revealing your information against your will to someone else, it is recommended that you do not register for access at this time.

## **Forgotten history**

- There may be some things you may have forgotten in your past that is recorded in your history.

## **Wrong information**

- If you find something on your records that is not about you, please log out of the system immediately and inform the practice as soon as possible. This is also the case if you find any other errors in your care.

## **Access formats**

- Online access will be provided for current and up-to-date data. Download the NHS app for use.
- Large document requests will not be printed but put on a USB Stick.
- You are entitled to have access to your records and the preferred option is for you to have online access as access in other forms is only provided once.