

REQUEST FOR ONLINE ACCESS TO MEDICAL RECORDS (please refer to notes overleaf)

1. About the Patient whose records you want to access on-line

Name	First Line of Address	Date of Birth

2. I wish to access my medical record on-line and understand and agree with each statement

Tick all boxes

1. I have read and understood the information leaflet provided by the practice	
2. I will be responsible for the security of the information that I see or download	
3. If I choose to share my information with anyone else, this is at my own risk	
4. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement	
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	

3. About You

Tick the relevant box (one only)

a) I am aged 16 ¹ years or above and I am requesting on-line access to my own medical records	
b) I am aged 12-15 years and I am requesting on-line access to my own medical records	
c) I am aged 12-15 years and I am requesting the removal of on-line access by my parent/carer to my medical records	
d) I am the parent/carer of a child aged less than 12 years and I am requesting on-line access to their medical records	
e) I am the parent/carer of a child aged 12 to 15 years and I am requesting on-line access to their medical records	

¹ Patients who will reach the age of 16 within the next 4 weeks should select this box

4. Signatures

Patient/Child signature:

Date signed:

Your parent/carers signature:

Date signed:

For Business Administration Use (Reception)

	Initials	Date
Request received		
Request reviewed with GP		
Outcome code		
Outcome actioned		
ID Shown		

NOTES FOR PATIENTS

1 For patients or parents/carers who are granted on-line access to their medical records, they will be permitted to see the following parts of their medical records on-line:

- 1.1 Summary
- 1.2 Problems
- 1.3 Medications
- 1.4 Immunisations
- 1.5 Allergies

2 The following registered patients may have access to their own medical records on-line:

- 2.1 Aged 16 years and above
- 2.2 Aged 12-15, with their parent/carers consent (or without at the GPs discretion)

3 The following people may have access to the medical records of a registered patient on-line:

- 3.1 Parents/carers of registered patients aged below 12 years
- 3.2 Parents/carers of registered patients aged 12 to 15 years with the child's consent

4 ID - Patient must attend in person with 1 form of ID as follows:

- Passport, Driving License or Birth Certificate
- If patient is Under 12 years old – we will accept Birth Certificate or Red Book

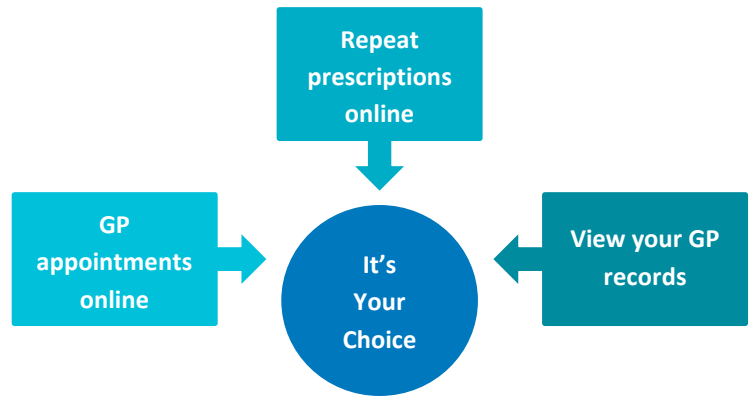
Online Services Records Access Patient information leaflet 'It's your choice'

If you wish to, you can now use the internet to book appointments with a GP, request repeat prescriptions for any medications you take regularly and look at your medical record online. You can also still use the telephone or call in to the surgery for any of these services as well. It's your choice.

Being able to see your record online might help you to manage your medical conditions. It also means that you can even access it from anywhere in the world should you require medical treatment on holiday. If you decide not to join or wish to withdraw, this is your choice and practice staff will continue to treat you in the same way as before. This decision will not affect the quality of your care.

You will be given login details, so you will need to think of a password which is unique to you. This will ensure that only you are able to access your record – unless you choose to share your details with a family member or carer.

The practice has the right to remove online access to services for anyone that doesn't use them responsibly.



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 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.

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.

Things to consider

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, you will find a helpful leaflet produced by the NHS in conjunction with the British Computer Society:

Keeping your online health and social care records safe and secure

<http://www.nhs.uk/NHSEngland/thenhs/records/healthrecords/Documents/PatientGuidanceBooklet.pdf>