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Online Services Record 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 part of your medical record online. You can also still use the telephone or call in to the surgery for any of these services. It's your choice. At the moment you are able to view a list of your acute prescriptions and your allergies. In the future if you are signed up you will be able to view test results and medical records. Being able to see your record online might help you to manage your medical conditions.

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

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 records 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.

Application for online access to **my** medical record

If you are requesting access to someone else record i.e. child. Please fill out the proxy application form

Surname:	DOB:
First Name:	Title:
Address:	
Email:	
Telephone/Mobile Phone:	

I wish to have access to the following online services (please tick all that apply):

1. Booking appointments	
2. Requesting repeat prescriptions	
3. Accessing my Summary Care Record	
4. Accessing my Detailed Coded Record (over 18s only) Please note: There is a waiting list for this functionality due to the high workload required in checking and enabling coded record access.	
5. Accessing Full Medical Record (Over 18s only) Please note: There is a waiting list for this functionality due to the high workload required in checking and enabling coded record access.	

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 leaflet provided by the practice	
2. I will be responsible for the security of the information that I see or download	
3. If I chose 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	

Signature:	Date:
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For practice use only

RECEPTION DEPARTMENT			
ID verified by (initials):	Date:	ID provided (give details)	
Level of record access enabled: Booking appointments <input type="checkbox"/> Requesting repeat prescriptions <input type="checkbox"/> SCR <input type="checkbox"/>		Detailed Coded Record can only be granted via the Practice Manager Level of record access enabled: Detailed Coded Record <input type="checkbox"/> Full Medical Record <input type="checkbox"/>	
Authorised by:	Date:	Authorised by:	Date: