



## Application for Online Access to my Medical Record

### Patient Use Only

<b>Full Name</b>		<b>Date of Birth</b>	DD/MM/YYYY
<b>Address</b>			
		<b>Postcode</b>	
<b>Home No.</b>		<b>Mobile No.</b>	
<b>Email</b>			

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

1. Booking and cancelling appointments	<input type="checkbox"/>
2. Requesting repeat prescriptions	<input type="checkbox"/>
3. Accessing my medical record, medications, allergies and immunisations	<input type="checkbox"/>
4. Accessing my detailed coded data	<input type="checkbox"/>

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

1. I have read and understood the information leaflet provided by the practice	<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. If I suspect that my account has been accessed by someone without my agreement, I will contact the practice as soon as possible	<input type="checkbox"/>
5. If I see information in my record that is not about me or is inaccurate, I will contact the practice	<input type="checkbox"/>
6. If I think that I may come under pressure to give access to someone else unwillingly, I will contact the practice as soon as possible	<input type="checkbox"/>

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Reception Use Only

ID verified by (print name):	Method:
Date verified:	Vouching <input type="checkbox"/> Photo ID <input type="checkbox"/>

# The Leiston Surgery

## Accessing GP Records Online – Patient Information Leaflet

Practices are increasingly being given the opportunity to offer their patients access to request repeat prescriptions and book appointments online.

Some patients may wish to access more information online, and, contractually from 1<sup>st</sup> April 2015, practices are obliged to assist access to medication, allergies and adverse reactions as a minimum. From 1<sup>st</sup> April 2016, this was extended to coded data. As of 1<sup>st</sup> April 2019 all new patients are also to be offered full online access (prospective data only)

However this requires additional considerations as outlined in this leaflet. You will be asked whether you have read and understood this leaflet before consenting and applying to access your records online. The practice will also need to verify your identity.

### 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 somebody that you have not agreed should see it, then you should change your password immediately.**

**If you cannot 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.**

**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 this is reference to third parties. The practice has the right to remove online access to services for anyone that does not use them responsibly.**

### Key Considerations

#### *Forgotten History*

There may be something that you have forgotten about in your record that you might find upsetting. If you are unsure about a term or condition on your medical record, click on the information symbol adjacent to the entry and information will be displayed about the condition or procedure.

#### *Abnormal Results or Bad News*

If your GP has given you access to test results, you may see something that you find upsetting to you. It is important to remember that out of range results do not always mean something is wrong – they could be normal for you.

#### *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 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 email the practice at [sec.leistonsurgery@nhs.net](mailto:sec.leistonsurgery@nhs.net)

#### *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 email the practice at [sec.leistonsurgery@nhs.net](mailto:sec.leistonsurgery@nhs.net)

### 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 you online health and social care records safe and secure.

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