

**PATIENT ONLINE ACCESS TO MEDICAL RECORDS /
 PROXY ONLINE ACCESS [for Parents to access child’s records, family members / relatives & representatives]
 CONSENT FORM**

I have read and understood the ‘Patient Information Leaflet for online access’ and adhere to use the system in a responsible manner in accordance with all instructions given to me by my GP practice.

I agree to inform the practice as soon as possible of any problems/errors I see whilst using the system YES

I would like online access to view my GP medical record, Appointment booking & Prescription management.

Name of Patient		
Date of Birth		Age
Telephone number		Mobile number
Address		
Email address		

For Proxy Access only

[online access to be given to someone else other than patient]

- To obtain **proxy access**, the parent /relatives/representatives must be registered for online access at our practice.
- One parent, with parental rights, may request proxy access for their child under the age of 11.
- The parent must show proof of ID and proof of parental right eg birth certificate, at the time of requesting proxy access for their child.
- **If there are any limitations on access to child or their information imposed by Court or Social Services it must be declared**

Please state the name below and the relationship to the patient (e.g parent / legal guardian / relative):

Name of the person to be given online access

Relationship to patient:

I give permission to my GP practice to give the above named person, proxy access to the online services as indicated below

1. Online appointments booking	<input type="checkbox"/>
2. Online prescription management	<input type="checkbox"/>
3. Limited access to parts of the medical record	<input type="checkbox"/>

Confidentiality and Young people:

- Please note that access granted to a parent/guardian will end once the child reaches 11 years.
- The young person should complete and sign a new consent form if they wish to continue with online access to their medical records.
- Anyone over 16 is presumed to have consent to access online medical records
- Young people under 16 years are sometimes competent to make important decisions themselves. The Practice will take this into account if they do not wish to grant access to their medical records to a parent.

Signed by the patient:

Dated:

For Action by Practice:

ID Checked YES / NO Care Record viewing activated YES / NO Pass Phrase issued YES / NO

ID document details:

Actioned by: _____ Date: _____

Accessing GP Records Online

Matching Green Surgery - Patient Information Leaflet

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>

Practices are increasingly enabling patients to be able to request repeat prescriptions and book appointments online.

Some patients may wish to access more information online and contractually from 1st April 2015 practices are obliged to assist access to medications, allergies and adverse reactions as a minimum and from the 1st April 2016 coded data.

However this requires additional considerations as outlined in this leaflet. You will be asked that 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 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.**
- **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. The practice has the right to remove online access to services for anyone that doesn't use them responsibly.**

Key considerations

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.

