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|  | PRACTICE |

**SELDEN MEDICAL CENTRE**

**Patient access to records; Online GP electronic health record viewing system consent form**

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| **Name of Patient: Date of birth:** |
| **Address:** |
| **Telephone Number(s) Home: Mobile:** |
| **Email of Patient:** |

# Terms and conditions

# I have read, understand and agree with each statement (please tick)

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| 1. I have read and understood the information leaflet provided by the practice (see attached) | **🞏** |
| 1. I will be responsible for the security of the information that I see or download | **🞏** |
| 1. If I choose to share my information with anyone else, this is at my own risk | **🞏** |
| 1. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement | **🞏** |
| 1. If I see information in my record that it not about me, or is inaccurate I will log out immediately and contact the practice. | **🞏** |

**I would like to have access to the following services (please tick to select)**

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| Booking Appointments and requesting repeat medication\* | 🞏 |

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| Access to medications and allergies\*\* | 🞏 |
| Access to test results and immunisation history\*\* | 🞏 |
| Access to consultations and documentation\*\* | 🞏 |

\*immediate access will be granted upon receipt of this form and photographic ID

\*\* if you have ticked these options then this will need to be approved by a doctor – this can take around 30 days

Please note: by having access to your medical records on-line you may have access to test results and investigations before the GP has viewed and commented on them. Should you be concerned about any entry on your GP record, please contact the practice.

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| Signature of patient  (please sign at the surgery) |  | Date |  |

### For practice use only

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| Identity verified through  (tick all that apply) | Photo ID – Passport or Photo Driving Licence 🞏  Proof of residence 🞏  Other 🞏 |
| Staff Member full name:  ……………………………………………………… | 🞏 tick to confirm that you have verified the patients email address and contact number? (amend EMIS if required)  🞏 tick to confirm that you have issued initial email which gives patient password and details of how to register |

 

**Patient Online: Records Access**

**Patient information leaflet ‘It’s your choice’**

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| 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. In general 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.** | **Repeat prescriptions online**  **GP appointments** **online**  **View your GP records**  **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.** |

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| 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. |

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| *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. |

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| 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) |