

## Application to Amend My Online Access

<b>Last Name</b>		<b>Date of Birth</b>	
<b>First name (s)</b>			
<b>Address</b>			
<b>Landline Number</b>		<b>Mobile Number</b>	
<b>Email Address</b>		<b>NHS Number</b>	

**I wish to amend my existing online access to add the following service (please tick ✓):**

1. Access my full medical record from the date of application – please note important things to consider on the information leaflet on the next page(s)	<input type="checkbox"/>
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**I wish to amend my online access record and I understand and agree with each statement (please tick ✓):**

1. I have read and understood the information leaflet provided by the practice about important things to consider	<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. I will contact the practice as soon as possible if I suspect my account has been accessed by someone without my agreement	<input type="checkbox"/>
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	<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"/>

<b>Signature: or on behalf of (relationship)</b>	<b>Date:</b>
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**For practice use only**

Authorised by (Print Name)		Date Authorised	
Signature			
Level of record access to be enabled <input type="checkbox"/> Prospective Full Medical record		Notes/explanation	
Actioned by (Print Name)		Date Actioned	

# Patient Online Access

## It is your choice

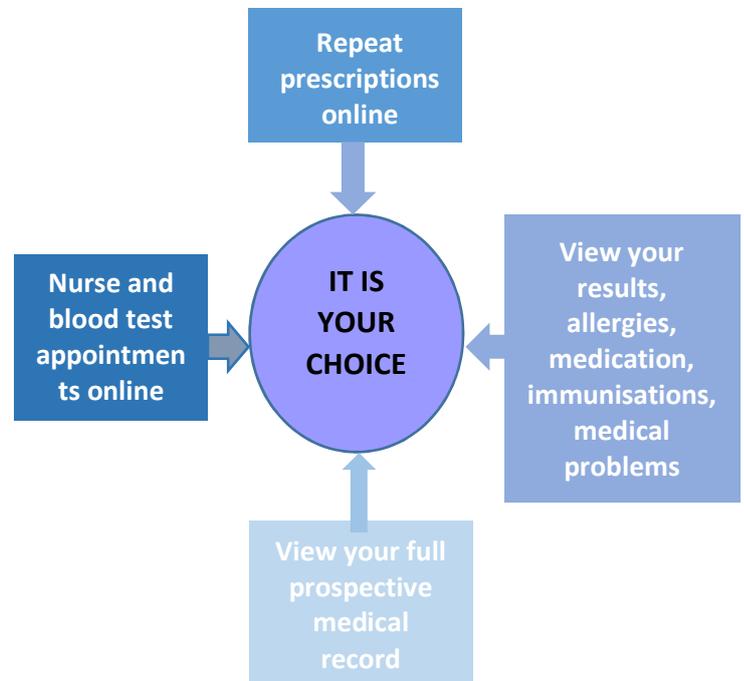
If you wish to, you can now use the internet to view your prospective medical record, book appointments with a nurse or for a blood test, request repeat prescriptions for any medications you take regularly and look at the results of your blood tests or your immunisation records online. You can also still use the telephone or call in to the surgery for any of these services as well. It is your choice.

Being able to see your results online might help you to manage your medical conditions. It also means that you can even access them 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 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 a reference to third parties.**

**The practice has the right to remove online access to services for anyone they feel it could harm or put at risk.**



*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 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.*

**PLEASE READ THE BACK OF THIS  
INFORMATION LEAFLET FOR  
IMPORTANT THINGS TO CONSIDER**

## **Before you apply for online access to your record, there are some other important 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**

If you have been given access to test results, 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 may be 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>