

Castle Medical Group

Application for online access to my medical record

Includes proxy access for a child up to the age of 10 years old.

Please provide a proof of address or a piece of photo ID with this application form. You are required to apply **IN PERSON**.

Surname	First Name/s
Date of birth	
Address	
Postcode	
Email address (by giving an email address you are consenting to be contacted in this manner)	
Telephone number	Mobile number

If you want to access online services on behalf of someone else enter their details below.

Please note – Proxy access is only given to registered carer's or patients with parental responsibility and at the discretion of the GP. Proxy access will be reviewed on a yearly basis and proxy access removed if requested by the patient or at the age of 11 years old -whichever is sooner.

Other patient's name	
Other patient's date of birth	
Relationship to applicant	
Are you this patient's registered carer?	
Do you have parental responsibility for this patient?	
Signature of patient (if over the age of 16 years)	
Please see note below	

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

1. Booking appointments	<input type="checkbox"/>
2. Requesting repeat prescriptions	<input type="checkbox"/>
3. Questionnaires	<input type="checkbox"/>
4. Summary Care Record	<input type="checkbox"/>
5. Detailed coded records access – includes immunisations	<input type="checkbox"/>

Application for DETAILED CODED RECORDS ACCESS – PLEASE READ THIS INFORMATION

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 we 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.
- 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.
- 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.
- For children aged between 11 and 15 years we allow online access for ordering prescriptions and booking appointments but we do not ordinarily allow access to on line records.

Timescales

Booking appointments, Requesting repeat prescriptions, Questionnaires and Summary Care Record access will take up to 5 days to action.

If required, your request for **detailed coded records access** will be given to your Doctor to consider. This can take up to 28 days to action as clinical work takes priority over administrative tasks such as this. Upon approval, this function will be added to your online account.

I read and understood all of the information above and read the timescales:	
Signature:	Date