

Application for online access to my medical record

Please provide proof of your address or 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

Proxy Access

Please note – Proxy access is only given to the patients registered carer or to patients with Lasting Power of Attorney for Health. Proxy access will be removed if requested by the patient.

Other patient's name	
Other patient's date of birth	
Your relationship to the 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)	

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

1	Appointment booking	<input type="checkbox"/>
2	Request medication	<input type="checkbox"/>
3	Questionnaires	<input type="checkbox"/>
4	Summary record access	<input type="checkbox"/>
5	Detailed coded records access – includes immunisations and blood test results	<input type="checkbox"/>

For office use only

ID provided:		Staff initials:	
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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 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.
- 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 access to online 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 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 online records.

Timescales

Appointment booking, requesting medication, questionnaires and summary record access will take up to 5 days to action.

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

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