You are now able to request online access to your prospective medical record. Viewing your prospective record will take effect from the date access is granted by the GP. Please fill out your details below.

Please do not use this form, if you require access for any 3rd party source, such as benefits/solicitors. These requests should still be made via a SARS request to the practice.

**Declaration (please delete response as appropriate):**

|  |  |
| --- | --- |
| 1. I agree to my GP practice giving me prospective access to my record online.
 | YES / NO |
| 1. I have read and understood the information leaflet about access to GP medical records.
 | YES / NO |
| 1. I agree to use the system in a responsible manner in accordance with all instructions given to me by the practice. If not access may be withdrawn.
 | YES / NO |
| 1. If I see information which does not relate to me, I will immediately log out and report the matter to the practice as soon as possible.
 | YES / NO |
| 1. I agree that it is my responsibility to keep secure my username and passwords. If I think these have been shared inappropriately I will reset them using the instructions supplied. I am also responsible for keeping safe any information I may print from the record.
 | YES / NO |
| 1. I agree that my details below may be used to contact me about how useful I find the service and whether it could be improved.
 | YES / NO |
| 1. I understand that online access is granted at the discretion of the practice, taking into account my best interests. I will be informed of any decision to withdraw the service. *Please note, this does not affect your rights of Subject Access under the Data Protection Act.*
 | YES / NO |

**Other considerations**

|  |
| --- |
| The practice makes every effort to record information as accurately as possible, however there may be information that you do not feel is correct.  |
| 1. If I notice any inaccuracies with my record, I will inform the practice manager as soon as possible of any errors or omissions.
 |  YES/NO |
| 1. I understand that I may see information on my record that I was unaware of / have forgotten about that could cause distress.
 | YES / NO |
| 1. I understand that as before, I will be informed directly, by the practice, of any test results which require further action. However I understand that I may see these results online before the practice has been able to contact me. This could be while the surgery is closed and there is no one available to discuss them with me.
 | YES / NO |

**Patient Details**

|  |  |
| --- | --- |
| Surname |  |
| First Name(s) |  |
| Date of Birth |  |
| NHS number (if known) |  |
| Address |  |
| Post Code |  |
| Telephone Number |  |
| Mobile Number |  |
| Email\* |  |

\*We do not recommend you use an email address that is shared as we will send you confidential information about your account. If you already hold an online account you must use the same email address.

To be signed at reception by patient …………………………………… Date…………… ***Please remember to keep all your account details secure. If you think your account details may have been shared with someone you should reset them straight away. If you have any queries or concerns about the service or wish to withdraw from the service please speak to the surgery and close the provider account.***

|  |
| --- |
| *For practice use only:* |
| ID CHECKED: Photo IDLetter with addressCopies Taken & attached to form  | Name of staff member: | Date: |
| Account created/detailed access granted |  | Date: |

|  |  |
| --- | --- |
|  **GP authorised prospective access:** **Sign:****Date:** | **GP declines release of medical record for prospective access:** **Reason:****Sign:****Date:** |

Things to consider

Before you apply for online access to your medical health record, there are some 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 when you sign up for online services.

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 you share your information with others or not – 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.

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

<https://www.england.nhs.uk/wp-content/uploads/2016/11/pat-guid-protecting-your-records.pdf>

Proxy Access

If you are using this service to access another person’s account as a proxy (eg as a carer or parent), you have discussed appropriately what you are accessing and for what purpose. This service will be reviewed at regular intervals by the GP practice and may be rescinded at any time.