

**PLEASE READ THE INFORMATION OVERLEAF BEFORE COMPLETING THIS FORM**

**Details of patient (Application form for patients aged 16 years or over)**

Surname	Date of birth
First name	
Address	
Postcode	
Email address	
Telephone numbers DAYTIME HOME (if different)	Mobile number

(A) 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. Accessing my medical record (please complete Section B below) (currently this only includes current medication, allergies and adverse reactions, however this may be extended in future to other parts of your medical record)	<input type="checkbox"/>
If you feel that there is a good reason why you should be able to view more of your medical records online now please give details here and this request will be passed to your Usual GP for consideration.	

(B) I wish to access my medical record online and understand and agree with each statement **(tick)**

1. I have read and understood the information leaflet provided by the practice	<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 that 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"/>

Signature of patient	Date
----------------------	------

**For practice use only**

Patient EMIS number	Identity verified by
Method of authorisation: Vouching <input type="checkbox"/> Vouching with information in record <input type="checkbox"/> Photo ID and proof of residence <input type="checkbox"/> Tick and INSERT reference numbers of documents seen: <input type="checkbox"/> Passport ..... <input type="checkbox"/> Driving licence ..... <input type="checkbox"/> Council tax or utility bill ..... <input type="checkbox"/> Bank/building society/DWP benefits statement ..... <input type="checkbox"/> Marriage /civil partnership certificate ..... <input type="checkbox"/> Other (specify) .....	
Authorised by	Date account created and paperwork given to patient
<b>Level of record access enabled:</b> <input type="checkbox"/> Appointment booking/Repeat ordering/Medical Record Viewer <input type="checkbox"/> Appointment booking/Repeat ordering ONLY <input type="checkbox"/> Other(AUTHORISED BY GP ONLY) Laboratory results / Consultation notes/ Other (specify)	

## Patient information leaflet 'It's your choice'

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. 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.



**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.**

**The practice has the right to remove online access to services for anyone that doesn't use them responsibly.**

**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:**

**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.

**More information about keeping your healthcare records safe and secure is available at**

[www.nhs.uk/NHSEngland/thenhs/records/healthrecords/Documents/PatientGuidanceBooklet.pdf](http://www.nhs.uk/NHSEngland/thenhs/records/healthrecords/Documents/PatientGuidanceBooklet.pdf)

The link is also available on our website [www.coggesgpsurgery.org.uk](http://www.coggesgpsurgery.org.uk)

