

COGGES SURGERY

Registration Form Access to GP Online Services PROXY ACCESS for children aged 0 – 10 yrs

CHILD DETAILS

Surname	Date of birth
First name	
Address	
Postcode	
Telephone number	

PROXY USER

Adult acting on behalf of the child

I wish to access to the following below services on behalf of the above-named child.

I have parental responsibility.

Please tick one of the below:

- I am the birth mother
- I am the birth father and married to the mother at the time of child's birth or subsequently
- I am the birth father and *not* married to the mother, but the child
 - was born after 01/12/2003 *and*
 - my name is on the birth certificate
- I am an adoptive parent
- I am the child's legal guardian
- I have court-appointed parental responsibility

- Other – please specify:

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

Booking appointments	<input type="checkbox"/>
Requesting repeat prescriptions	<input type="checkbox"/>
Updating contact details (demographics)	<input type="checkbox"/>
Secure online access to the child's electronic GP record	<input type="checkbox"/>

- I will be responsible for the security of the information that I see or download
- If I choose to share information with anyone else, this is at my own risk
- I will contact the practice as soon as possible if I suspect that this account has been accessed by someone without my agreement
- If I see information in the record that is inaccurate, I will contact the practice as soon as possible

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Full Name:	
DOB:	
Address:	
Tel. No:	
Email address:	
	<p>Are you already registered at Cogges Surgery for GP online services?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
Signature:	
Date:	

For Reception use: ID FOR BOTH PARTIES REQUIRED

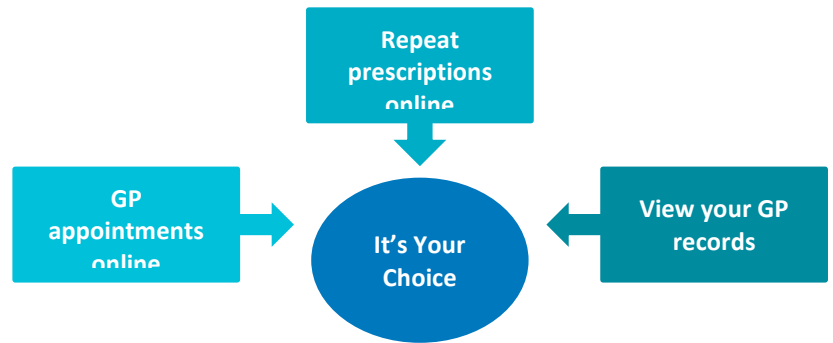
Patient NHS number	EMIS ID number	GP
Identity verified by (FULL NAME):	<p><u>Patient ID:</u> Tick all that apply:</p> <p style="text-align: right;">Personal vouching <input type="checkbox"/></p> <p style="text-align: right;">Vouching with information in record <input type="checkbox"/></p> <p style="text-align: right;">Birth Certificate or Red Book <input type="checkbox"/></p>	
Sign:		
Date:	<p><u>PROXY ID:</u> Tick all that apply:</p> <p style="text-align: right;">Personal vouching <input type="checkbox"/></p> <p style="text-align: right;">Vouching with information in record <input type="checkbox"/></p> <p style="text-align: right;">Birth Certificate <input type="checkbox"/></p> <p style="text-align: right;">Passport or Photo Driving Licence <input type="checkbox"/></p> <p style="text-align: right;">Proof of residence <input type="checkbox"/></p>	
<p>Advise proxy that the practice will contact to collect registration details if proxy is not already registered for online access</p> <p>Otherwise, proxy will be automatically activated once GP has approved application</p>		
<p>GP Approval:</p> <p>Signed:</p> <p>Dated:</p>		

ONLINE ACCESS : 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

The link is also available on our website www.coggesgpsurgery.org.uk