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**Patient Online Access to Medical Records Form**

Only available to patients aged 16+

Please register for online services before completing this form (see page 2 \*\*\*)

|  |  |
| --- | --- |
| Surname |  |
| First name |  |
| Address |  |
| Post code |  |
| Email address |  |
| Landline number |  |
| Mobile number |  |

The following patient online services are available automatically:

* Booking appointments – a limited number are made available to book online.
* Requesting repeat prescriptions – of medications on my repeat prescription list.

I wish to have access to the following additional patient online service:

* Access to my GP medical record – this also includes results of tests that the Surgery has requested and hospital letters that the Surgery has received:
* For patients who were registered at the Surgery on 1st November 2022, they will be able to see entries made since 1st November 2022,
* For patients who have registered at the Surgery since 1st November 2022, they will be able to see entries made since their date of registration,
* Children may request to see entries made from the date of their 16th birthday.

***Terms and Conditions***

One of our GPs may need to talk to you before online access to your GP medical record is activated, to make sure that having access is of benefit to you.  Also, a clinician may need to talk to you to discuss test results before you are able to see such information online.

For the time-being, the Surgery does not provide the option for patients to request access to their historic GP medical record.  This would require one of our GPs to screen the patient's record for sensitive, harmful or third-party information, which would reduce our time available to offer GP appointments for medical problems.

In addition, the Surgery does not offer proxy online access, whereby somebody other than the patient is able to access a patient’s online services.

\*\*\* To access patient online services, if you own smartphone or tablet, we recommend downloading the NHS App. This is available for free from the App store and Google Play. If you do not own a smartphone or tablet, we recommend <https://www.patientaccess.com/>

During busy periods, it can take up to 28 days for online access to your GP record to be activated by the Surgery. Unfortunately, we do not have the capacity to contact you to let you know when it has been activated.

***Checklist***

* I have already signed up for a patient online service account, e.g. the NHS App.
* I have read, understood and accepted the information provided by the practice.
* I will be responsible for the security of the information that I see, download or print.
* If I choose to share my information with anyone else, this is at my own risk.
* I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement.
* If I see information in my record that is not about me or is inaccurate, I will log out immediately and contact the practice as soon as possible.
* If I do see information about another person, whether I know them or not, I will not discuss the details with anyone other than a member of practice staff.
* I have provided the surgery with photo ID and address ID.

Signature: …………………………………………….. For reception use only

Name: ………….………………………………………. Photo & address ID were checked

Date: ……………………………………………………. Initials: ………...... Date: ………………

***Actions for the clinician screening the record:***

* Check if the “Enhanced review indicated before granting access to own health record” code has been added (SNOMED-CT 1364731000000104).
* Check the SF 1VIEW Online Access Scan alert in the EMISWeb pink box for any relevant third party/ legal, safeguarding or metal capacity codes.
* If any concerns are identified, contact the patient to discuss matters further.
* If no concerns are identified, or once any concerns are allayed, change the patient’s online user settings in the EMISWeb Registration module in accordance with the rules listed in (3) on page 1.
* Arrange for this paperwork to be scanned. Initials: ………...... Date: ………………