

Patient Online registration form - Access to GP online services

Surname	First Name	Date of birth
Address		Postcode
Email Address		
Telephone Number	Mobile Number	

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

1. Booking appointments	<input type="checkbox"/>
2. Requesting prescriptions	<input type="checkbox"/>
3. Access to my medical record (this will be available subject to authorisation by own GP)	<input type="checkbox"/>

Terms and Conditions

1. I have read and understood the information leaflet provided by the practice (on back of form)	<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"/>

I confirm that I have read and understood the online registration Terms and Conditions

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I give consent to: being contacted via SMS for appointment, clinic booking, medication and health reviews and occasional questionnaires to help our services for you.

YES/NO

Patient Signature	Date
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Proxy access for children under 16

Children under the age of 11 years - You can view the coded medical record, book appointments and order repeat medication.

Children between the ages of 11-15 - You can book appointments and order repeat medication only

First Name	Surname	Date of Birth	Age	Relationship

For Practice use only

Identity Verified by (Name)	Date
Method of Verification (2 required) <div> <input type="checkbox"/> Photo ID – please record number/issuer Passport Driving Licence Photo Work Card Photo Bus Pass Other </div> <div> <input type="checkbox"/> Proof of residence <input type="checkbox"/> Vouching <input type="checkbox"/> Vouching with information in record </div>	
Authorised by	Date account created / User name and password sent
Level of record access enabled Full Record <input type="checkbox"/> Detailed coded record <input type="checkbox"/> Summary Care Record <input type="checkbox"/> Appointment Booking and Prescription ordering only <input type="checkbox"/>	Notes/explanation

ONLINE REGISTRATION SERVICES

Important Information – Please read before returning this form

If you wish to, when registered you will be able to use the internet to book appointments with your own GP, request repeat prescriptions for any medications you take regularly and look at your coded medical record online. Access to view your record online will not become available for at least 14 working days after registration is complete.

After your email is verified by you, your User name and Temporary Password to enable you to log in will be emailed to you in approximately 7 working days. 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 information that you can see online may be misleading if you rely on it alone to complete insurance, employment or legal reports or forms.

The practice has the right to remove online access to services. This is rarely necessary but may be the best option if you do not use them responsibly or if there is evidence that access may be harmful to you. This may occur if someone else is forcing you to give them access to your record or if the record may contain something that might be upsetting or harmful to you. The practice will explain the reason for withdrawing access to you and will re-instate access as quickly as possible.

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 You may see something you have forgotten about, 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.

Proxy Access: Parents may request proxy access to their children's records, to book appointments and request prescriptions. The summary and coded record will cease when the child reaches the age of 11. (Appointment booking & prescription requests can continue). All proxy access is removed automatically when the child reaches the age of 16. Any subsequent proxy access will need to be authorised by the patient. A competent patient can choose and consent to relatives/carers having access to book appointments and request prescription. (Proxy form MUST be completed)