NHS

Long Bennington Medical Centre
Registration for Access to GP Online Services

Name:
NHS Number:
Date of Birth:
Address:
Telephone:
Email Address:

I wish to have online access to: *Please tick all that apply*

☐ View & book appointments *(past, present & future)*
☐ View & request medication *(past & current)* } *All available in 2 working days of processing the request*
☐ Access my Summary Care Record

You will be granted access to your full online record *- prospective access from the date the request is made*

I wish to access my medical record & understand & agree with each statement: *Please tick all*

☐ I have read and understood the 'Important Information' section overleaf

☐ I will be responsible for the security of the information that I see or download

☐ 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 it not about me, or is inaccurate I will log out immediately and contact the practice as soon as possible

How would you prefer to be contacted, once access to your detailed coded record has been granted?

Please tick **one** box: Email ☐   SMS text ☐   Letter ☐

2 forms of ID needed – Please bring photographic proof of your identification and separate proof of your address (cannot a utility bill) in order for the process to be completed

Signature		**Date**	

For Practice use only:

Identity verified through (tick all that apply)	☐ Self Vouching ☐ Vouching with information in record ☐ Photo ID ☐ Proof of residence ☐ Professional Vouching		
Name of Verifier		Date	
Name of person who authorised and added to SystmOne		Date	
Passed for scanning	☐ Yes – Name:		

Long Bennington Medical Centre on-line access request – 12 Jun 18/ updated 26 March 2020/updated 7.5.2020

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Important Information – Please read before returning completing form

If you wish to, you can now use the internet (via computer or mobile app) 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.

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.

During the working day it is sometimes necessary for practice staff to input into your record, for example, to attach a document that has been received, or update your information. Therefore you will notice admin/reception staff names alongside some of your medical information – this is quite normal.

The definition of a detailed coded medical record is information that is in the record in coded form, such as diagnoses, signs and symptoms (such as coughing, headache etc.) but excludes letters, documents and free text. GPs have the option to withhold coded information where they judge it to be in the patient's interests or where there is reference to a third party. This could include coded investigation results, for instance.

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.
A child or young person's medical records If a person is under the age of 16, parental consent is required for the purposes of using online services. This will be reduced to 13 under the Data Protection Act 2018. However, currently a young person aged 13 or above is sometimes considered mature enough to understand the information held about them. The GP will decide if a patient aged 13 to 16 can have access to their online records without the consent of a parent or guardian. A patient aged 16 and above can make a request to access their online record without the consent of a parent or guardian and any previous parental or proxy access will be removed when they turn 16.

For further information, please see:
www.nhs.uk/NHSEngland/AboutNHSservices/doctors/Pages/gp-online-services.aspx
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