

FAIRFIELD SURGERY

Patient Consent Form for Access to Online Records Access

You can now view your GP medical record online to look at test results, details of consultations and your medical history, including current and past medication.

If you would like to have secure online access to your records, we need to make sure that you understand what this involves and that you are happy for us to use the information about you (provided below) to set up and operate the service.

The following form will take you through the things you need to think about. By signing the form you will be giving us your permission to go ahead with setting up the service for you. If you decide not to join, or wish to withdraw, it will not affect your treatment in any way.

Access is granted at the discretion of the practice. Your request for access may take up to 1 month's to process. You will be informed if access cannot be granted.

In order to ensure that verify the person requesting access is the patient, you will required to provide photographic identification when dropping off the application form.

Patient Details

First Name	
Surname	
Date of Birth:	
1 st line of address	
Email*:	

I would like access to the following (please tick the items you wish to have access to)

1. Booking appointments	<input type="checkbox"/>
2. Requesting repeat prescriptions	<input type="checkbox"/>
3. Limited access to parts of my medical record	<input type="checkbox"/>
4. Blood test results	<input type="checkbox"/>

Has online access been set up for you previously for ordering on medications or appointment bookings? Y/N	Yes/NO
If it has been set up do you know your password?	Yes/No
Are you actively access the account or do you require a password reset?	Yes/ No

Declaration (please delete response as appropriate):

1. I agree to my GP practice giving me access to my record online.	YES / NO
2. I have been provided with information leaflet about access to GP medical records which I have read and understood.	YES / NO
3. I agree to use the system in a responsible manner in accordance with all instructions given to me by the practice. If not access may be withdrawn.	YES / NO
4. If I see information which does not relate to me, I will immediately log out and report the matter to the practice as soon as possible.	YES / NO
5. I agree that it is my responsibility to keep secures my username and passwords. If I think these have been shared inappropriately I will reset them using the instructions supplied. I am also responsible for keeping safe any information I may print from the record.	YES / NO
6. I agree that my details may be used to contact me about how useful I find the service and whether it could be improved.	YES / NO
7. I understand that online access is granted at the discretion of the practice, taking into account my best interests. I will be informed of any decision to	YES / NO

withdraw the service. <i>Please note, this does not affect your rights of Subject Access under the Data Protection Act.</i>	
<i>The practice makes every effort to record information as accurately as possible, however there may be information that you do not feel is correct.</i>	
8. If I notice any inaccuracies with my record, I will inform the practice manager as soon as possible of any errors or omissions.	YES/NO
9. I understand that I may see information on my record that I was unaware of / have forgotten about that could cause distress.	YES / NO
10. I understand that as before, I will be informed directly, by the practice, of any test results which require further action. However I understand that I may see these results online before the practice has been able to contact me. This could be while the surgery is closed and there is no one available to discuss them with me.	YES / NO
11. I understand that the information may not be a complete record and I should not rely on it for insurance purposes.	YES / NO

To be signed at reception by patient _____

Date _____

For practice use only:

Identification Seen by who.....(name of staff member)

What ID seen(record number)

Level of record access enabled Test results <input type="checkbox"/> Detailed Coded Appointments <input type="checkbox"/> Medication ordering <input type="checkbox"/>	comments
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GP authorised: _____ Date: _____

Account set up by _____ Date: _____

Password emailed/papercopy

FAIRFIELD SURGERY

Accessing GP Records Online

Practices are increasingly enabling patients to be able to request repeat prescriptions and book appointments online

Some patients may wish to access more information online and contractually from 1st April 2015 practices are obliged to assist access to Medications, Allergies and Adverse Reactions as a minimum and from the 1st April 2016 Coded Data.

However, this requires additional considerations as outlined in this leaflet. You will be asked that you have read and understood this leaflet before consenting and applying to access your records online. The practice will also need to verify our identity.

Please note:

- **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 may not be able to offer online access due to a number of reasons such as concerns that it could cause harm to physical or mental health or where there is reference to third parties. The practice has the right to remove online access to services for anyone that doesn't use them responsibly.**

Key Considerations

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

For more information about keeping your healthcare records safe and secure, you will find a helpful leaflet produced by the NHS in conjunction with the British Computer Society: Keeping your Online Health & Social Care Records Safe and Secure.

<http://www.nhs.uk/NHSEngland/thenhs/records/healthrecords/Documents/PatientGuidanceBooklet.pdf>