



London Road Medical Practice

APPLICATION FOR ONLINE ACCESS TO THE PRACTICE'S ONLINE SERVICES

Please complete this form and return it to the Practice together with two forms of ID (one photographic and one recent proof of address e.g. A utility bill within the past three months). Your user details will be sent to you via text (or email if preferred) 10 working days after the application is submitted. In some circumstances the practice may want to discuss your application with you in more detail, you will be informed of this by a letter.

Patient details:			
Surname		Forename	
Date of birth		Mobile No.	
Address		Postcode	
Email address			

I wish to access my medical record online.

I understand and agree with each of the following statements (please tick):

1. I will be responsible for the security of the information that I see or download	<input type="checkbox"/>
2. If I choose to share my information with anyone else, this is at my own risk	<input type="checkbox"/>
3. If I suspect that my account has been accessed by someone without my agreement, I will contact the practice as soon as possible	<input type="checkbox"/>
4. If I think that I may come under pressure to give access to someone else unwillingly I will contact the practice as soon as possible.	<input type="checkbox"/>
5. If I see information in the record that is not about me, or is inaccurate, I will contact the practice as soon as possible. I will treat any information which is not about the patient as being strictly confidential.	<input type="checkbox"/>
6. I have read and understood the information on next page/overleaf	<input type="checkbox"/>

Signature of patient	Date
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For Practice use only

Identity verified and authorised by:		Date:
EMIS No:	Documentary evidence:	Photo ID: <input type="checkbox"/> Proof of residence: <input type="checkbox"/> Other: <input type="checkbox"/> Please specify

Date EMIS search check completed:

Clinical review required: YES No

Records access: Code added date:

Date patient informed/ Message added to clinical notes:

Date patient informed of refusal:



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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. Access can also be gained on some phones using fingerprints or Face ID – please consider this.**
- **If you have concerns about this, 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 copied safe, we recommend that you do not make copies at all.**
- **The practice may not be able to offer online access due to several 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 they feel it could harm or be put at risk.**

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 is up to you whether you share your information with others – perhaps family members or carers. It is 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.