

Patient Online: registration form for Access to GP online services

Name			
Date of birth			
Address			
Postcode			
Email address			
Telephone number		Mobile number	

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

1. Booking appointments	<input type="checkbox"/>
2. Requesting repeat prescriptions	<input type="checkbox"/>
3. Accessing my medical record - Medication and Allergies	<input type="checkbox"/>
4. Accessing my medical record – Test results and immunisations	<input type="checkbox"/>
5. Accessing my medical record – Problems, Consultations & letters *	<input type="checkbox"/>

- Available at this GP Practice from 1st April 2016. Existing patients will be able to see their medical record items entered on/after 1/4/16. New patients from date of registration onwards.

Application for online access to my medical record

I wish to access my medical record online and understand and agree with each statement (please tick)

1. I have read and understood the information leaflet provided by the practice	<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 it not about me, or is inaccurate I will log out immediately and contact the practice immediately via Secure Messaging within my Patient Access account or I will contact the practice by telephone after 2pm	<input type="checkbox"/>
6. If I have access to my childs record I understand that this will be switched off on the childs 11 th birthday	<input type="checkbox"/>

Signature		Date	
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For practice use only

Identity verified through (tick all that apply)	Vouching <input type="checkbox"/>	Name of verifier	Date
	Vouching with information in record <input type="checkbox"/>		
	Photo ID <input type="checkbox"/>		
	Proof of residence <input type="checkbox"/>		
Name of person who authorised (if applicable)		Date	
Date account created			
Date passphrase sent			



Patient Access

If you wish to, you can now use the internet to book appointments with a GP, request repeat prescriptions for any repeat 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.

Being able to see your record online might help you to manage your medical conditions. It also means that you can even access it from anywhere in the world should you require medical treatment on holiday. If you decide not to join or wish to withdraw, this is your choice and practice staff will continue to treat you in the same way as before. In general this decision will not affect the quality of your care.

You will be given login details, so you will need to think of a password which is unique to you. This will ensure that only you are able to access your record – unless you choose to share your details with a family member or carer.

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 has the right to remove online access to services for anyone that doesn't use them responsibly.

Other Information:-

Never tick the remember password box, especially if sharing a device with another user. Clear the browsing history. Failure to do this may cause problems with Patient Access.

Please note the Practice cannot advise on the configuration of web browsers or devices.

Some web browsers conflict with Patient Access Try using an alternative browser.

Poplar Grove Practice protocol for Children and Patient Access

The Parent /Guardian of a child aged 0 – 11years can have access to the Child's complete medical record if requested.

At the age of 11 – 16 years this access will be reduced to repeat medications and appointments.

When the child reaches 16 years of age their account will be deactivated and a completely new registration must be set up by the child.

We appreciate there maybe exceptions to consider. If you feel your case is the exception please put your request in writing to your usual GP.