

GP Online Services

Sign up to GP online services and you'll be able to use a website or app to:

- Book or cancel appointments online with a GP or nurse
- Order repeat prescriptions online
- Message the practice directly
- View parts of your GP record, including information about medication, allergies, vaccinations, previous illnesses and test results
- View clinical correspondence such as hospital discharge summaries, outpatient appointment letters and referral letters

Please complete this form and bring into the surgery or e-mail waterfoot.medicalpractice@nhs.net. Photo ID (passport or driving licence) needs to be viewed at the surgery on collection or on return of this application form.

Your Details	
First Name	Surname
Date of Birth	
Address	
Home Telephone Number	Mobile Telephone Number
Email	

The following list is the information you will automatically be able to access once you have submitted this form:

- Book and cancel appointments with a GP and Advanced Nurse Practitioner
- Order repeat prescriptions
- Message the practice directly
- View medication list
- View allergy list

Below is a list of additional options available to you to view. Please tick to confirm which of these you would like access to:

- Laboratory test results
- Clinical correspondence / documents
- Immunisation history
- Past and present problems
- Consultations

I wish to access my medical record online and understand and agree with each of the following statements (*please tick*):

1. I have read and understood the information leaflet provided by the practice
2. I will be responsible for the security of the information that I see or download
3. If I choose to share my information with anyone else, this is at my own risk
4. 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 is not about me or is inaccurate, I will contact the practice as soon as possible

Patients Signature: _____

Date: _____

For practice use only			
Patient EMIS number:			
<u>Identity verified by:</u> (initials)	<u>Date:</u>	<u>Method</u> <input type="checkbox"/>	Vouching Photo ID <input type="checkbox"/>
Access granted by:			Date

Accessing GP Records Patient Information Leaflet

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

Some patients may wish to access more information for example medications, allergies and adverse reactions as a minimum.

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 your 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.

More information

For more information about keeping your healthcare records safe and secure, search online for '*Protecting your GP online records Patient Guide*'

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.