

Online Access to Medical Records

Crabbs Cross Surgery - Patient Form

You can now view your GP medical record online.

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.

1. I agree to my GP practice giving me access to my record online. You will be able to initially view your consultations from when you joined the practice (but letters and documents will be available from the next phase).
2. 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 If not access may be withdrawn.
3. 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.
4. I agree that it is my responsibility to keep secure, 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.
5. I agree that my details below may be used to contact me about how useful I find the service and whether it could be improved.
6. 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 withdraw the service. *Please note this does not affect your rights of Subject Access under the Data Protection Act.*

Other considerations

The practice makes every effort to record information as accurately as possible, however there may be information that you do not feel is correct.

A. If I notice any inaccuracies with my record, I will inform a senior member of staff or the practice manager as soon as possible of any errors or omissions.

B. I understand that I may see information on my record that I was unaware of / have forgotten about that could cause distress.

C. 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.

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 and social care records safe and secure

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

Please retain this form for your information.

Please remember to keep all your account details secure. If you think your account details may have been shared with someone you should reset them straight away. If you have any queries or concerns about the service or wish to withdraw from the service please speak to a senior member of staff or the practice manager.

CRABBS CROSS SURGERY

Consent for Online Access to Medical Records Practice Form

Patient Details

Surname	
First Name(s)	
Date of Birth	
NHS number (if known)	
Address	
Post Code	
Telephone Number	
Mobile Number	
Email*	

*This should not be a shared address as we will use it to send you confidential information about your account/the service used.

To be signed at reception by patient.....Date.....

For practice use only:

Practice computer ID Number..... Initials.....Date:.....

ID checked documents: Passport Driving licence Bank Statement Utility Bill

Authorised By:.....Date:.....

Medical Records Activated:.....Date:.....

Notes / explanation