

# Kingswood Surgery

## Consent to proxy access to GP online services

**Note:** If the patient does not have capacity to consent to grant proxy access and proxy access is considered by the practice to be in the patient's best interest Section 1 of this form may be omitted.

### Section 1

I..... (Name of patient), give permission to my GP practice to give the following people ..... proxy access to the online services as indicated below in Section 2.

I reserve the right to reverse any decision I make in granting proxy access at any time.

I understand the risks of allowing someone else to have access to my health records.

I have read and understand the information leaflet provided by the Practice

Signature of patient:	Date:
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### Section 2

1. Booking appointments.	<input type="checkbox"/>
2. Requesting repeat prescriptions.	<input type="checkbox"/>
3. Accessing my medical record.	<input type="checkbox"/>

### Section 3

I/we..... (Names of representatives) wish to have online access to the services ticked in the box above in section 2

For ..... (Name of patient).

I/we understand my/our responsibility for safeguarding sensitive medical information and I/we understand and agree with each of the following statements:

1. I/we have read and understood the information leaflet provided by the Practice and agree that I will treat the patient information as confidential.	<input type="checkbox"/>
2. I/we will be responsible for the security of the information that I/we see or download.	<input type="checkbox"/>
3. I/we will contact the Practice as soon as possible if I/we suspect that the account has been accessed by someone without my/our agreement.	<input type="checkbox"/>
4. If I/we see information in the record that is not about the patient, or is inaccurate, I/we 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"/>

Signature/s of representative/s:	Date/s:
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## The Patient (child)

(This is the person whose records are being accessed)

Surname:	Date of birth:
First name:	
Address:	
Postcode:	
Email address:	
Telephone number:	Mobile number:

## The Representatives (guardian)

The representative must produce their proof of photo ID and if registering on behalf of a child their child's birth certificate or red child health book

(These are the people seeking proxy access to the patient's online records, appointments or repeat prescription.)

Surname:	Surname:
First name:	First name:
Date of birth:	Date of birth:
Address:	Address: (tick if both same address <input type="checkbox"/> )
Postcode:	Postcode:
Email:	Email:
Telephone:	Telephone:
Mobile:	Mobile:

## For Practice Use only

Patient NHS number:		Practice computer ID number:	
Identity verified by (initials):	Date:	Method: Vouching <input type="checkbox"/> Vouching with information in record <input type="checkbox"/> Photo ID and proof of residence <input type="checkbox"/>	
Proxy Access Authorised by:		Date:	
Date account created:			
Date login details provided:			
Level of record access enabled: All <input type="checkbox"/> Prospective <input type="checkbox"/> Retrospective <input type="checkbox"/> Detailed coded record <input type="checkbox"/> Limited parts <input type="checkbox"/>		Notes / explanation:	

## Accessing Your GP Records Online

GP Practices are increasingly enabling patients to request repeat prescriptions and book appointments online. Some patients may wish to access more information online and contractually from 1<sup>st</sup> April 2015 Practices are obliged to assist access to medications, allergies and adverse reactions as a minimum and from the 1<sup>st</sup> 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 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.**

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>

## 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 Practice 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.

