



APPLICATION FORM FOR ONLINE ACCESS

Online Access allows you to:

- Manage appointments
- Request and view medication
- Update demographic details
- View your summary care record
- Read new* entries in your medical record including:
 - ◆ coded entries
 - ◆ test results
 - ◆ allergies
 - ◆ immunisations
 - ◆ letters and attachments

* This is only a FORWARD VIEW from the date we process the form.

Choosing to share your information with someone

It's up to you whether or not you share your information with others, family members or carers. It's your choice, but also your responsibility to keep the information safe and secure.

Information about someone else

If you notice something in the record that is not about you or notice any other errors, please log out of the system immediately and contact the medical centre as soon as possible.

Can I alter the record?

No. This is a 'read only' facility. You can however, print off details to take to a hospital appointment etc. If you think that there is something that needs to be changed, you will need to contact the medical centre.

What about security?

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 authorised to see it, then you should change your password immediately. If you are unable to change your password you can call the medical centre and they will remove your online access until you are able to reset your password.

If you print out any information from your record, it is your responsibility to keep this secure. It is a contractual requirement for all GP surgeries to provide online records. Westbourne Medical Centre is not responsible for the specification or security of NHS systems or the services that the NHS use or approve as being suitable to provide such services. Please be aware no online system is 100% secure. Record access is supported by the NHS.

Will my data be sold on to private health companies?

The GDPR and Data Protection Act 2018 (DPA18) states that any data which identifies you can only be used with your explicit permission.

What if I don't want to register to use online services?

If you do not wish to register for online services, you do not need to complete this form. Your decision not to register will not affect your treatment in anyway.

Westbourne Medical Centre has the right to remove your online access if you do not use it responsibly or if there is evidence that access may be harmful to you.

You are agreeing for your username and password to be sent to the email address you have provided. You must remember your login details and keep them secure.

PLEASE READ AND SIGN THE NEXT PAGE



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Online services will allow you to manage your healthcare at home, on your computer, smartphone or tablet. Please ensure you have read and agree to the following before you register for online services.

Things to consider:

- 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. If this happens please contact the medical centre as soon as possible.
- 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 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 technical, written by specialists and not easily understood. If you require further clarification, please contact the medical centre.
- Information about someone else - if you notice something in the record that is not about you or notice any other errors, please log out of the system immediately and contact the medical centre as soon as possible.

You will be given login details via your email address provided and it will be your responsibility to keep your username and password safe and secure.

The information that you can see online may be misleading if you rely on it alone to complete insurance, employment or legal reports or forms. When using online services, be careful that nobody can see your records on screen. If using a public computer don't enable the computer to save your password and user for future use and when finished ensure you sign out of the programme.

The service is completely voluntary and if you do not want to use it, your treatment will not be affected in any way. Please note this is a 'read only' service. You cannot alter your medical record.

If you require historical access to Detailed Coded Record please collect a BLUE DCRA form from reception/website
OR if you require historical access to Full Clinical Record please collect a WHITE DSAR form from reception/website
If you require access to another patients record please collect a WHITE PROXY form from reception/website

Westbourne Medical Centre has the right to remove your online access if you do not use it responsibly or if there is evidence that access may be harmful to you.

**PLEASE COMPLETE IN BLOCK CAPITAL LETTERS
It can take up to 30 days for us to complete this process**

Full Name		Date of Birth	
Email Address		Mobile Number	

I would like to have access to online services and I understand and agree with each of the statements below:

- ◆ I have read and understood the information above and overleaf
- ◆ I will be responsible for the security of the information that I see or download
- ◆ If I choose to share my information with anyone else, this is at my own risk
- ◆ If I suspect that my account has been accessed by someone without my agreement, I will contact the medical centre
- ◆ If I see information in my record that is not about me or is inaccurate, I will contact the medical centre
- ◆ If I think that I may come under pressure to give access to someone else unwillingly I will contact the medical centre
- ◆ I agree for my username and password to be sent to the email address I have provided above

I would like to have online access (please tick ONE box)

YES, full online access to medical record- forward view only

OR

YES, only basic access- do not allow access to view full medical record online

Signature: **Date:**

FOR STAFF USE ONLY

- Driving Licence
- Passport/ ID Card
- Vouched for by GP

ID checked by :

Received on:

Processed on: