Detailed Coded Record Access (DCRA) Application Form

DCRA Access: You can use online services to view coded entries on your GP medical record which may help you to manage your medical conditions.

If you would like access to your full clinical medical record please complete a different form which is available on our website or from reception called Data Subject Access Request (DSAR).

What can I view on Detailed Coded Record Access?
- Coded entries on your GP medical record
- GP Test Results
- Medication
- Allergies
- Immunisations

Before you apply for DCRA:
- You must already have an online account
- You must have valid photographic identification

Things to consider:

Forgotten history

There may be information that you have forgotten about in your record that you might find upsetting.

Abnormal results or bad news

If you have access to your medical record you may see something that the Clinician has not yet been able to discuss with you.

Coercion

If you think you may be pressured into sharing details from your record to someone else against your will, it is best that you do not register for online access at this time.

Misunderstood information

The information within your record includes medical terminology and abbreviations, written by Clinicians and may not be easily understood.

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.

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 care in anyway.

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, then you should change your password immediately. If you are unable to change your password you can contact the medical centre and they will remove your online access and 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 access. Westbourne Medical Centre is not responsible for the specification or security of NHS systems that have been approved as suitable. Please be aware no online system is 100% secure. Record access is supported by the NHS.

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.

DCRA

Detailed Coded Record Access (DCRA) Application Form

By signing this form you will be giving us permission to enable your Detailed Coded Recorded Access via your online account. Access is given depending on individual circumstances at the discretion of your GP Practice.

If you would like access to your full clinical medical record please complete a different form which is available on our website or from reception called Data Subject Access Request (DSAR).

Things to consider:

Forgotten history

There may be information that you have forgotten about in your record that you might find upsetting.

Abnormal results or bad news

If you have access to your medical record you may see something that the Clinician has not yet been able to discuss with you.

Coercion

If you think you may be pressured into sharing details from your record to someone else against your will, it is best that you do not register for online access at this time.

Misunderstood information

The information within your record includes medical terminology and abbreviations, written by Clinicians and may not be easily understood.

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.

The information that you can see online may be misleading if you rely on it alone to complete documents. 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 username or password for future use and when finished ensure you sign out.

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 THIS IN BLOCK CAPITAL LETTERS

Full Name:		**Date of Birth**	
Email Address:		**Mobile Number**	

It can take up to 30 days to process this application

I would like to have DCRA access and I understand and agree with the statements below:

- I have read and understood the information above and overleaf about viewing my GP medical record.
- 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, I will contact the medical centre.
- If I come under pressure to give access to someone else unwillingly, 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

Signature: .....**Date:** .....

FOR STAFF USE ONLY
UPDATED 13/12/2024

DCRA APPLICATION

GRANTED OR REFUSED *(circle one)*

☐ *Driving Licence*
☐ *Passport/ ID Card*
☐ *Vouched for by GP*

ID checked by: .....
Received on: .....
Processed on: .....