BACKGROUND

If you are aged 16 years or over and wish to, you can now use the internet to view, export or print summary information from your records relating to immunisations, medications, allergies, adverse reactions and letters from hospitals and outside agencies.

Being able to see a summary of your record online might help you to manage your medical conditions. It also means that you can even access it from anywhere in the world should you require medical treatment on holiday. If you decide not to join or wish to withdraw, this is your choice and practice staff will continue to treat you in the same way as before. In general this decision will not affect the quality of your care.

HOW IT WORKS

You will be given login details, so you will need to think of a password which is unique to you. This will ensure that only you are able to access your record; unless you choose to share your details with a family member or carer.

The practice has the right to remove online access to services for anyone that doesn’t use them responsibly and to refuse access in certain circumstances.

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.

THINGS TO CONSIDER

Before you apply for online access to your record, there are some other things to consider. Although the chances of any of these things happening are very small, you will be asked that you have read and understood the following before you are given login details:
• **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.

For further information about Patient Online go to:  
[www.england.nhs.uk/patient-online](http://www.england.nhs.uk/patient-online)
APPLICATION TO ACCESS MEDICAL RECORDS ONLINE

By completing this form you are asking us to make information from GP records available to you, securely over the internet. Your information will not be made available without your permission. If you decide not to join, or wish to withdraw, it will not affect your treatment in any way.

PLEASE COMPLETE IN BLOCK CAPITALS

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I wish to access my medical record online and understand that by signing this form I confirm my agreement with each of the statements below:

- I have read and understood the information leaflet provided by the practice.
- 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, I understand that is at my own risk.
- 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 log out immediately and contact the practice as soon as possible.

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It will take between 7 and 21 days for us to enable online access to your records. To check if it has been approved log on to Patient Access in the normal way and the additional features will automatically become available.