

**Application for Parental/Guardian access to medical records of a patient under 11 years of age**

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| **Patients details:** | **Please complete all boxes.** |
| Surname | Date of birth |
| First name | |
| Address  Postcode | |
| Email address | |
| Telephone number | Mobile number |

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| 1. Booking appointments | 🞏 |
| 1. Requesting repeat prescriptions | 🞏 |
| 1. Accessing my medical record | 🞏 |

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| 1. I have read and understood the information leaflet provided by the practice | 🞏 |
| 1. I will be responsible for the security of the information that I see or download | 🞏 |
| 1. If I choose to share my information with anyone else, this is at my own risk | 🞏 |
| 1. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement | 🞏 |
| 1. If I see information in my record that is not about me or is inaccurate, I will contact the practice as soon as possible | 🞏 |

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| ***Please ensure parent/guardian brings photo ID for those requesting access, and birth certificate of child.*** |

**For practice use only**

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| Name of staff member who accepted the form | |
| Have you added the code 🞏  Have you checked the ID OR confirmed that you know the patient 🞏  Have you Printed out form OR informed patient to collect password from reception next week🞏 | **Method of consent**  Vouching 🞏  Vouching with information in record 🞏  Photo ID and proof of residence 🞏 | |
| Authorised by | Date | |
| Level of record access enabled  Prospective 🞏  Retrospective 🞏  All 🞏  Limited parts 🞏  Contractual minimum 🞏 | Notes / explanation  **Add Read code: 912P** |

***Please note once your child reaches 11 all access will be shut down. Child can reapply in person when they become 16 years of age.***

***Under 16***

A parent or other legal guardian may apply for access to online services on behalf of a person under the age of 16 years. However, young people do have the right to consult us without an adult being present. Whilst we would normally encourage them to speak about health issues they may have with a parent or guardian, where a young person has sufficient understanding to understand the consequences of their decisions (and there is no suggestion of abuse) we will respect their right to CONFIDENTIALITY.

Respecting patient confidentiality is an essential part of good care. This applies whether the patient is a child or young person as well as when the patient is an adult. Without the trust that confidentiality brings, children and young people might not seek medical care and advice, or they might not tell a Doctor all the facts needed to provide good care. The same duties of confidentiality apply when using, sharing or disclosing information about children and young people as about adults. If there is information given by the child or young person in confidence, in giving those with parental responsibility on line access to their children’s records there is a risk that we could breach the confidentiality of the child.

For this reason, ***we will turn off parental/guardian access to online services*** when a young person turns 11 years of age. A young person may reapply in person with identification when they are 16 years of age.