

# Keele Practice

## **Access to GP Online Services Form**

Surname	
First Name	
Date of Birth	
Address	
Postcode	
Email Address	
Telephone Numbers	

**I wish to have access to the following online services (tick all that apply):**

Booking appointments	
Requesting repeat prescriptions	
Accessing test results, immunisations and problems	

## **Application for online access to my medical record**

I wish to access my medical record online and understand and agree with each statement (please tick)

I have read and understood the information attached to this form	
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	
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.	

Signature		Date	
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For practice use only

Identity verified through	Vouching [ ]	Name of verifier	Date
	Vouching with information in record [ ]		
	Photo ID [ ]		
	Proof [ ]		
Staff name authorising access		Date	

## **Important Information – Please read before return this form**

If you wish, you can now use the internet/mobile phone to book appointments with a GP, request repeat prescriptions for any medications you take regularly, look at test results, immunisations and medical records all online. Also, you can still call the surgery for any queries regarding the above services. It's your choice.

It will be your responsibility to keep your log in 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 for any reason you cannot do this, we recommend that you contact the practice so that they can remove your online access until you are able to reset your password.

If you print out any information from your records, it will be your responsibility to keep this safe and secure. If you are at all worried about keeping printed copies safe and secure we recommend that you do not make copies at all.

Before you apply for online access to your record there are some other things to consider.

Although the chances of any of the following happening are very small, you will be asked if you have read and understood the following before you are given log in details from our staff member.

<b>Forgotten history</b> There may be something you have forgotten about in your record that you might find upsetting
<b>Abnormal results or bad news</b> 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
<b>Choosing to share your information with someone else</b> 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.
<b>Coercion</b> 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
<b>Misunderstanding medical information</b> 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 any further clarification, please contact the surgery for a clearer explanation
<b>Information about someone else</b> 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

## Further Information

For more information about keeping your healthcare records safe and secure please visit our website: [www.keelepractice.co.uk](http://www.keelepractice.co.uk)