

The Orchard Practice - Online Access to Services

To be completed by the patient to authorise access to online medical records and repeat prescriptions through EMIS Web, and appointments on line through Frontdesk

| | |
|------------------------------|--|
| Name* | |
| Date of Birth* | |
| Full Address* | |
| Home Telephone Number | |
| Mobile Number | |
| e-mail address * | |

* indicates must be completed

Access required (please tick those required)

- Online appointments
- Repeat prescriptions online
- Access to medical records online

Date form completed:/...../.....

I (patient name) have read the associated notes overleaf and understand the future implications of having access to my medical records online.

Signed.....Date.....

TO BE COMPLETED BY PRACTICE STAFF

Photographic ID provided:

- Driving licence
- Passport
- European National Identity Card

Seen and confirmed by (name of practice staff):.....(print)

Patient older than 16 years of age? Yes

Front page of completed form added to scanning? Yes

Second page of form handed to patient? Yes

Online records - things to consider

Being able to see your medical record online might help you to manage your medical condition(s). 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 sign up or wish to withdraw, this is your choice and practice staff will continue to treat you in the same way as before. This decision will not affect the quality of your care.

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

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.

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 |

The practice has the right to remove online access to services for anyone that doesn't use them responsibly