



## Patient Registration Form for On-line Services

If you wish to, you can now use the internet to book appointments with a GP, request repeat prescriptions for any medications you take regularly and look at your medical record. You can still use the telephone or call in to the Practice for any of these services as well. It's your choice.

If you would like to register for this online service please complete the form below and return it to your Practice in person, **along with a valid form of identification, for example photo ID or your passport.** Once you are registered the Practice will give you the information that will enable you to create a username and password.

Patient details	Please complete in BLOCK CAPITALS																
Patient forename																	
Patient surname																	
Date of birth		/		/													(DD/MM/YYYY)
Email address <i>(this must not be a shared e-mail address)</i>																	
Used for notifications & reminder purposes	Yes / No																
Mobile number																	

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

1. Booking appointments	<input type="checkbox"/>
2. Requesting repeat prescriptions	<input type="checkbox"/>
3. Accessing my medical record	<input type="checkbox"/>

## 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 acknowledge that this application could take up to 90 days.

1. I have read and understood the information on the reverse of this form	<input type="checkbox"/>
2. I will be responsible for the security of the information that I see or download	<input type="checkbox"/>
3. If I choose to share my information with anyone else, this is at my own risk	<input type="checkbox"/>
4. I will contact the Practice as soon as possible if I suspect that my account has been accessed by someone without my agreement	<input type="checkbox"/>
5. If I see information in my record that it not about me, or is inaccurate I will log out immediately and contact the Practice as soon as possible	<input type="checkbox"/>

Signature	Date
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## Providing your mobile number and or email address

By providing the Practice with your mobile number and email address you are therefore consenting to allow the Practice to notify you of future appointments and all relevant Practice information



## Important Information – Please read before returning this form

**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**

If your GP has given you access to your 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 Practice 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 Practice 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.

*Keeping your online health and social care records safe and secure* (Department of Health 2012), available at <http://www.bcs.org/upload/pdf/guidance-health-and-social-records.pdf>