

Consent to proxy access to GP online services - patient 16 years and older

Section 1

The Patient – This is the person whose records are being accessed

Name:	Date of birth:
Telephone number/s:	Relationship to representative:

I give permission to my GP practice to give the person in section 2, proxy access to online services. **

Online prescription management	<input type="checkbox"/>
I reserve the right to reverse any decision I make in granting proxy access at any time	<input type="checkbox"/>
I understand the risks of allowing someone else to have access to my health records.	<input type="checkbox"/>
I have read and understood the information leaflet provided by the practice	<input type="checkbox"/>
Signature of patient:	Date:

Note: ** If the patient does not have capacity to consent to grant proxy access and proxy access is considered by the practice to be in the patient's best interest, this part of section 1 may be omitted.

Section 2

The representative – This is the person seeking proxy access to access the patient's online records. They must have their own SystmOnline access with Bideford Medical Centre or allied GP practice.

I wish to have online access to the records of the patient and services mentioned in Section 1

Name:	Email:	Date of birth:
Address:	Relationship to patient:	Telephone/Mobile:
Postcode:		

I understand my responsibility for safeguarding sensitive medical information	<input type="checkbox"/>
I have read and understood the information provided by the practice and agree that I will treat the patient information as confidential	<input type="checkbox"/>
I will be responsible for the security of the information that I see or download	<input type="checkbox"/>
I will contact the practice as soon as possible if I suspect that the account has been accessed by someone without my agreement	<input type="checkbox"/>
If I see information in the record that is not about the patient, or is inaccurate, I will contact the practice as soon as possible. I will treat any information which is not about the patient as being strictly confidential	<input type="checkbox"/>
Signature:	Date:

For Practice use only

Identity Verified by (Name):	Date application received:
Method of Verification (Patient) (2 forms) <input type="checkbox"/> Photo ID – please record number/issuer Passport / Driving Licence Photo Work Card / Photo Bus Pass Other <input type="checkbox"/> Proof of residence <input type="checkbox"/> Vouching <input type="checkbox"/> Vouching with information in record	Method of Verification Representative (2 forms) <input type="checkbox"/> Photo ID – please record number/issuer Passport / Driving Licence Photo Work Card / Photo Bus Pass Other <input type="checkbox"/> Proof of residence <input type="checkbox"/> Vouching <input type="checkbox"/> Vouching with information in record
Proxy access Authorised by:	Date:
Level of record access enabled Allow ordering medication <input type="checkbox"/>	Notes/comments on Proxy access

ONLINE REGISTRATION SERVICES

Important Information – Please read before returning this form

When registered your proxy will be able to use the internet to request repeat prescriptions for any medications you take regularly depending on what access you have requested.

It will be the proxy's responsibility to ensure their login details and password are kept safe and secure. If you/proxy knows or suspects that your record has been accessed by someone that you have not agreed should see it, then they should change their password immediately. If they cannot do this for some reason, we recommend that you/proxy contact the practice so that they can remove online access until your proxy can reset the password.

If you/proxy print out any information from your record, it is also your/proxy's responsibility to keep this secure. If you/proxy are at all worried about keeping printed copies safe, we recommend that you do not make copies at all.

The information that you/proxy can see online may be misleading if you/proxy rely on it alone to complete insurance, employment or legal reports or forms.

The practice has the right to remove online access to services. This is rarely necessary but may be the best option if you/proxy do not use them responsibly or if there is evidence that access may be harmful to you/proxy. This may occur if someone else is forcing you/proxy to give them access to your record or if the record may contain something that might be upsetting or harmful to you/proxy. The practice will explain the reason for withdrawing access to your proxy and will re-instate access as quickly as possible.

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/proxy will be asked to confirm that you/proxy have read and understood this document before your proxy is given access to your details.

Choosing to share your information with someone It is up to you/proxy whether you/proxy share your information with others – perhaps family members or carers. It is your/proxy's choice, but also your/proxy's responsibility to keep the information safe and secure.

Coercion If you/proxy think you/proxy may be pressured into revealing details from your patient record to someone else against your/proxy's will, it is best that you/proxy 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/proxy 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.

Proxy Access: Parents may request proxy access to their children's records and to request prescriptions. The summary and medical record will cease when the child reaches age 11 (prescription requests may continue on request). All proxy access is removed automatically when the child reaches the age of 16. Any subsequent proxy access will need to be authorised by the patient. A competent patient can choose and consent to relatives/carers having access to request prescriptions. (Proxy form MUST be completed) and representative must have their own SystmOnline access.

Note: Proxy access application will not be accepted from any third party commercial company i.e. Insurance company or solicitors.