

Adult (16+) Application for online access to my medical record

Surname	Date of birth
First name	
Address	
Email address (please write clearly in block capitals)	
Telephone number	Mobile number

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

1. Booking appointments	☐
2. Requesting repeat prescriptions	☐
3. Accessing my medical record	☐

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

1. I have read and understood the information leaflet provided by the practice	☐
2. I will be responsible for the security of the information that I see or download	☐
3. If I choose to share my information with anyone else, this is at my own risk	☐
4. If I suspect that my account has been accessed by someone without my agreement, I will contact the practice as soon as possible	☐
5. If I see information in my record that is not about me or is inaccurate, I will contact the practice as soon as possible	☐
6. If I think that I may come under pressure to give access to someone else unwillingly I will contact the practice as soon as possible.	☐

Do you already have SystmOnline username and password?	Yes ☐ No ☐
Do you require a new username and/or password?	Username ☐ Password ☐
How would you like to receive your username/password	SMS ☐ Email ☐ Post ☐
Would you like to be sent a 'passphrase' for use with a 3 rd party smartphone app (e.g. NHS App, Airmid)	Yes ☐ No ☐

PHOTO PROOF OF ID MUST BE PROVIDED

Patient Signature	Date
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For Office Use only:

Patient NHS number			
Identity verified by (initials)	Date	Form of ID provided:	
Authorised by			Date

Patient information leaflet

At Overdale Medical Practice we allow our patients access to their medical record through SystmOnline Access Service. The practice will provide a username and password for SystmOnline which will allow you to:

- Book, check and cancel appointments (where available),
- Order repeat medication
- See parts of your health record, including vaccinations, test results and referrals.

In most cases we are able to grant full online access to your medical record which means you will be able to view your consultation notes showing the reason for your visit and with which professional, view your past medical summary including previous diagnoses, past procedures, allergies and sensitivities. This can be advantageous when needing medical care away from your GP practice and allows you to give the clinician and medical staff you are seeing your up-to-date medical information.

Most patients choose to download an 'app' to their smartphone to make access quicker and easier. The practice is not able to recommend one particular app, but audits show most of our patients use either Airmid or NHS App.

Things to consider when gaining online access to your medical records:

- *FORGOTTEN HISTORY* – There may be something you have forgotten about in your record that you might find upsetting and do not want to be reminded about.
- *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 ELSE* - It's up to you whether 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. We will not be able to monitor this on your behalf.
- *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.

It is important you keep your username and password safe, if at any time you believe your password has been compromised, please contact the surgery immediately.