



Third Party Application for online access to my medical record

Patients Full Name		
Date of Birth		
Address		
Third Party Full Name		
Date of Birth		
Address		
Email Address		
Telephone Number	Mobile Number	
Are you registered at Overdale Medical Practice	Yes ☐	No ☐
Relationship to Patient		

I wish to grant access to the person named above the following Online Services (please tick all that apply)

1. Booking Appointments	☐
2. Requesting repeat medication	☐
3. Access to my medical record	☐

I understand by giving online access to the above-named person I will be allowing them to access my medical information and by ticking 'Access to medical record' this means the person will be able to view all my medical record which may include my past medical information.

Signed Date

To be completed by the third-party person

1. I have read and understood the information provided overleaf	☐
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.	☐

THIRD PARTY PHOTO ID MUST BE PROVIDED

Third Party Signature.....	Date
----------------------------	------------

Do you already have SystmOnline username and password?	Yes ☐ No ☐
(If yes) 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 ☐

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 SystemOnline Access Service. The practice will provide a username and password for SystemOnline 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 can grant full online access to your medical record which means you will be able to view the patient's consultation notes showing the reason for the visit, with which professional, view 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 up-to-date medical information.

Most patients choose to download an 'app' to their smartphone to make access quicker and easier. The practice recommends the NHS App.

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

- *FORGOTTEN HISTORY* – There may be something the patient has forgotten about, in their record which they might find upsetting and do not want to be reminded about.
- *ABNORMAL RESULTS OR BAD NEWS* - If your GP has given access to test results or letters, you may see something that they find upsetting. This may occur before you have spoken to the doctor or while the surgery is close.
- *CHOOSING TO SHARE YOUR INFORMATION WITH SOMEONE ELSE* – As the medical record is owned by the patient you must not share any information with anyone else without explicit consent from the patient. The patient continues to have the right to confidentiality at all times.
- *COERCION* - If you think you may be pressured into revealing details from the patient's record to someone else against your will, it is best that you do not register for access at this time.
- *MISUNDERSTOOD INFORMATION* – The medical record is designed to be used by clinical professionals to ensure that you receive the best possible care. Some of the information within the 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 the patient 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 the username and password safe, if at any time you believe the password has been compromised, please contact the surgery immediately.