

## Minchinhampton Surgery Online access (proxy)

### Patient details

<b>Full name:</b>	
<b>Date of birth:</b>	
<b>NHS number:</b>	
<b>Tel number:</b>	
<b>Email address:</b>	

### Patient declaration

I give permission for the nominated individual to have proxy access to my online services. I am aware that my GP may overrule my decision at any time and that this authorization will remain in force until cancelled by me. I understand the risks of allowing someone else access to the online services detailed above.

<b>Signature:</b>		<b>Date:</b>	
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### Nominated individual details

<b>Full name:</b>	
<b>Date of birth:</b>	
<b>NHS number:</b>	
<b>Tel number:</b>	
<b>Email address:</b>	

### Nominated individual declaration

I will be responsible for the security of the information that I see or download. I will contact the practice as soon as possible if I suspect that the account has been accessed by someone without my agreement. If I see information in the record that it not about the above patient or is inaccurate, I will log out and contact the practice immediately. It is my responsibility to keep the login details and unique password safe and secure. I will treat all information confidentially and I will not disclose this information to any third party without the express permission of the patient above. I will only use this information in the best interests of the patient.

<b>Signature:</b>		<b>Date:</b>	
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**Level of access (please tick all that apply)**

Booking appointments	<input type="checkbox"/>
Requesting repeat prescriptions	<input type="checkbox"/>
Accessing my full medical record	<input type="checkbox"/>

**Type of access (please tick ONE only)**

Access to only future "prospective" entries	<input type="checkbox"/>
Access to all historic "retrospective" entries starting from (add date):.....	<input type="checkbox"/>

**For practice use only**

<b>Date request received:</b>	
<b>Identity verified by:</b>	
<b>Verification method:</b>	
<b>Verification date:</b>	
<b>Reviewed by:</b>	(Usual GP)
<b>Review date:</b>	
<b>Action (delete as applicable):</b>	Approved / Refused
<b>Date form scanned:</b>	
<b>Date online services setup:</b>	

## **About online access**

### Benefits

- You can use online access to book GP appointments, request repeat prescriptions, and view your medical record and test results. This can help to manage your medical conditions and means you can access your information should you require medical treatment whilst abroad.

### Recent changes

- From 31 October 2023, patients are automatically allowed access to entries on their record unless they have individually decided to opt-out or any exceptions apply. This change only applies to future “prospective” entries from this date and not to historic “retrospective” entries.
- This includes GP consultation notes, test results, hospital investigations, allergies, vaccinations, medical conditions, and any attached documents.
- It is important to remember that your medical record may contain information that could be upsetting, especially if they contain news of a serious condition or online results when it isn't clear what they mean.

### What is the difference between future and historic access?

- Future “prospective” access means you will only be able to see entries on your record made after 31/10/2023, or from the date you joined your GP practice – whichever is latest.
- Historic “retrospective” access means that you will be able to see all past and future entries on your record – including ones from your previous GP surgeries. Patients can choose how far back historic access goes – usually from date of birth onwards.

### If you do not want online access

- We are aware that some patients may prefer not to have online access to their medical record. You may have concerns about your personal medical record being available via a smartphone app or the internet at this time, especially if it is a shared device that another person may have access to.
- It is possible for individual items to be hidden at your request, and your GP will be happy to talk about any concerns you may have.

### Online access via an App

- Future “prospective” online access is available via third party apps such as the NHS app. The app will guide you through the steps to set-up your online access account. You will need to verify your identity through an app (usually by uploading a photo or video).
- If you require a reset to your account or app login details (username/password), please contact reception.

### **Online access via your GP surgery**

- If you wish to apply for proxy online access through the surgery, you will need to fill out the below online access form & bring the completed form to reception in-person along with a form of original photographic ID.
- You will need to mark on the form whether you would like historic “retrospective” or future “prospective” access (and from what date).
- The practice has the right to remove online services for anyone that doesn't use them responsibly.