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**Accessing your GP records online from Woodhouse Medical Practice**

The Practice is seeing increasing demand from patients requesting access to online services which enables patients to request repeat prescriptions, book appointments and see their medical records.

To enable you to do this, you will need to read and understand the below as well as provide us with a form of ID, preferably a passport or driving licence. Other forms of ID will be considered.

It is always your responsibility to keep your login details and password safe. If you know or think that someone may have accessed your record without your permission, you must change your password immediately. If you cannot do this, we suggest you contact the practice so online access can be removed until you are able to reset your password.

It is your responsibility to ensure any information that you may print or download from your record is kept safe and confidential.

In certain circumstances, we may not be able to provide online services for several reasons. For example, concerns that it could cause harm to physical or mental health. The Practice also has the right to remove online access to anyone at anytime that does not use it responsibly.

You may see abnormal results or bad news before the Practice has had the opportunity to contact you regarding it or if the surgery is closed.   
  
You may also see something in your medical record that you have forgotten about which may upset you.

If you see something in your record that is not about you, please log out of the system immediately and contact the practice as soon as possible.

It is your choice who you share information with, we advise that you are careful and only share information with people you trust. It is your responsibility to ensure this information remains safe and secure.

If you feel you may be pressured into revealing details from your medical record to others against your will, it is best to not to register for online access.

Medical records are designed for use by clinical professionals. Some information in your medical records may be highly technical, written by specialists and not easily understood. If you would like anything explaining please contact the Practice for more information.

For more information regarding keeping your information safe and secure: <https://www.nhs.uk/nhsengland/thenhs/records/healthrecords/documents/patientguidancebooklet.pdf>

**Application for Online Services from Woodhouse Medical Practice**

|  |  |
| --- | --- |
| Full Name |  |
| Date of Birth |  |
| Address |  |
| Phone number |  |
| Email address |  |
| NHS Number |  |

I wish to have online access to the following:

|  |  |
| --- | --- |
| Booking appointments |  |
| Requesting repeat prescriptions |  |
| Access to my full medical records |  |

I wish to access my medical record online and understand and agree to the following statements:

|  |  |
| --- | --- |
| I have read and understand the leaflet provided by the practice |  |
| I will be responsible for the security of the information I see or download |  |
| If I choose to share my information with anyone else this is at my own risk |  |
| I will contact the practice as soon as possible if I suspect my account has been accessed by someone else or if any information that is see is not about me or inaccurate |  |
| I agree to provide a form of ID either by email or in person as part of this process and understand that without this my application will be rejected |  |

Signed: …………………………………………………………….. Date: ……………………….

**For use by Woodhouse Medical Staff ONLY:**

|  |  |
| --- | --- |
| Date received |  |
| Received by |  |
| Scanning code | Patient Requested Online Access |