

## REQUEST FOR ONLINE ACCESS (individual or proxy child)

Online access allows you to book routine appointments, change personal details, order repeat prescriptions and access summary medical information (medications, allergies and adverse reactions; more detailed information can be viewed on request).

Photographic ID is required (e.g., passport, driving license) together with a form of ID that contains your current address, so we can provide you with log in details. Please bring to the surgery together with this form.

Alternatively, you can use the NHS App to access GP Online Services, which will allow you to verify your identity remotely through the NHS App, rather than having to come into the Practice to do this. The NHS App can be downloaded on your phone or tablet through your App store, or you can access the same services in a web browser by logging in through the [NHS website](#). Once you have set up an NHS login and verified your identity, your NHS App will then securely connect to information in your medical record.

For new patients, access to online registration can only be issued if we know your NHS number. If you do not know it, your previous surgery will be able to give this to you.

**NB: Parents/guardians of children registered at Wareham Surgery can apply for proxy access up to the age of 11. Children can then register for themselves from the age of 16.**

Patient or parent details	
Full Name	
Date of birth	
Address	
Email address	
ID provided	
Photographic	
Address	
Parent/Guardian Proxy Access Request for (up to age of 11) Please use separate form for each child.	
Child's Name	
Date of birth	
Address	(If different from parent/guardian, proof of parental responsibility will be required, e.g. birth certificate or Court Order)
Relationship	
Please tick this box to confirm you have read and understood the information on the reverse of this form	

## Important Information – Please read before returning this form

**It will be your responsibility to keep your login details and password safe and secure. If you know or suspect that your record has been accessed by someone that you have not agreed should see it, then you should change your password immediately.**

If for any reason you cannot do this, we recommend that you contact the practice so that they can remove your online access until you are able to reset your password.

**If you print out any information from your records, it will be your responsibility to keep this safe and secure. If you are at all worried about keeping printed copies safe and secure, we recommend that you do not make copies at all.**

**Before you apply for online access to your record, there are some other things to consider.**

Although the chances of any of the following happening are very small, you will be asked if you have read and understood the following before you are given login details from our Staff Member.

### **Forgotten history**

There may be something you have forgotten about in your record that you might find upsetting.

### **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**

It's up to you whether or not 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.

### **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.

### **Misunderstanding Medical 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.

