

REQUEST FOR ONLINE ACCESS (proxy adult)

Proxy 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) for a third party.

You must either hold Lasting Power of Attorney or the patient's written consent for this to be granted.

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.

Proxy details	
Full Name	
Date of birth	
Address	
Contact Number	
Proxy Signature	
Date	

ID provided	
Photographic	
Address	
Lasting Power of Attorney / consent from patient	

Proxy Access Request for	
Patient Name	
Date of birth	
Address	
Relationship	

Please tick this box to confirm you have read and understood the information on the reverse of this form	
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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.