Please read the 'It's your choice' information leaflet & the practice guidance BEFORE completing form

Scott Park Surgery

Consent to proxy access to GP online services

Note: If the patient does not have capacity to consent to grant proxy access and proxy access is considered by the practice to be in the patient's best interest section 1 of this form may be omitted.

Section 1

I,…………………………………………….. (name of patient), give permission to my GP practice to give the following people …..……………………………………………………….…………….. proxy access to the online services as indicated below in section 2.

I reserve the right to reverse any decision I make in granting proxy access at any time.

I understand the risks of allowing someone else to have access to my health records.

I have read and understand the information leaflet provided by the practice

Signature of patient	Date

Section 2

1. Online appointments booking	☐
2. Online prescription management	☐
3. Accessing the medical record for (name of patient)	☐

Section 3

I/we…………………………………………………………………….. (names of representatives) wish to have online access to the services ticked in the box above in section 2

for …………………………………….……… (name of patient).

I/we understand my/our responsibility for safeguarding sensitive medical information and I/we understand and agree with each of the following statements:

1. I/we have read and understood the information leaflet provided by the practice and agree that I will treat the patient information as confidential	☐
2. I/we will be responsible for the security of the information that I/we see or download	☐
3. I/we will contact the practice as soon as possible if I/we suspect that the account has been accessed by someone without my/our agreement	☐
4. If I/we see information in the record that is not about the patient, or is inaccurate, I/we will contact the practice as soon as possible. I will treat any information which is not about the patient as being strictly confidential	☐

Signature/s of representative/s	Date/s

Please now complete the patient's details overleaf.

The patient
(This is the person whose records are being accessed)

Surname		Date of birth	
First name			
Address			
		Postcode	
Email address			
Telephone number		Mobile number	

The representatives
(These are the people seeking proxy access to the patient's online records, appointments or repeat prescription.)

Surname	Surname
First name	First name
Date of birth	Date of birth
Address	Address (tick if both same address ☐)
Postcode	Postcode
Email	Email
Telephone	Telephone
Mobile	Mobile

For practice use only

To be completed by Reception Staff

Copy of Proof of photo identification taken: ☐ *Passport*   ☐ *Photo Driving Licence*

Contact Details Updated on Computer: *Telephone & Mobile Phone Numbers* ☐ *Email Address* ☐

Register Patient for Patient Access on EMISWeb + Instructions & Login details printed ☐

Proxy access authorised by _____ Date_____

Level of record access enabled:

No Care Record Access ☐   Core Summary Care Record ☐   Partial Clinical Record ☐

Detailed Coded Record ☐

Staff Name & Signature: ………………………………………..………… Date……………………………………

To be completed by Patient's Representative

Signature of Representative……………………………………..………Date of login details collected: ……………..……………

To be completed by Reception Staff   Document is now filed with copy of ID ☐