

How to register for this service

To register for online access you will need to complete a form and come in to the surgery so we can verify your identity. You will need to bring with you the following proof of identity—

> **Photo Identification**— Such as a driving license or passport.

AND

> **Proof of residence**— Such as a utility bill, bank statement etc.

We will then be able to register you and provide you with your username and password.

PLEASE NOTE: YOU NEED TO BE OVER THE AGE OF 18 TO USE THIS SERVICE.

More information

For more information about keeping your healthcare records safe and secure, you will find a helpful leaflet produced by the NHS in conjunction with the British Computer Society:

Keeping your online health and social care records safe and secure

<http://www.nhs.uk/NHSEngland/thenhs/records/healthrecords/Documents/PatientGuidanceBooklet.pdf>

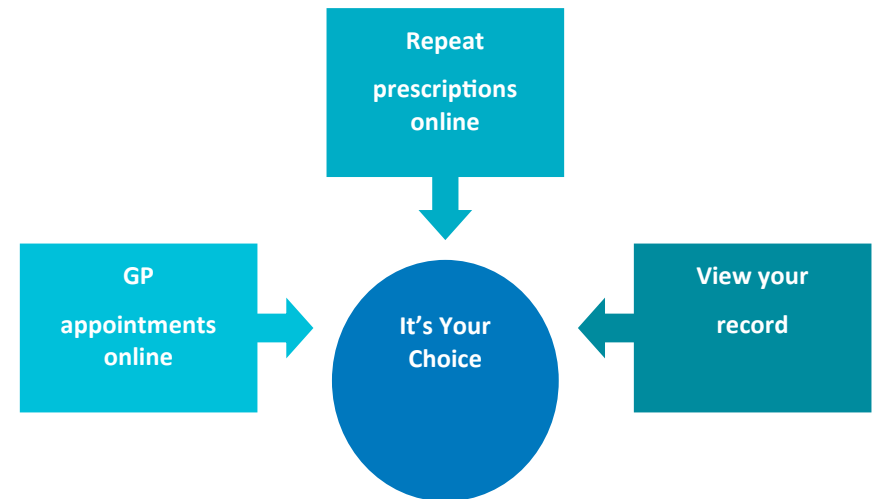
High Street, Selsey, PO20 0QG, Tel: 01243 608201, Fax: 01243 607720

www.selseymedicalpractice.co.uk



Patient Online: Records Access

Patient information leaflet
'It's your choice'



If you wish to, you can now use the internet to book appointments with a GP, request repeat prescriptions for any medications you take regularly and look at your summary and detailed coded record online*. You can also still use the telephone or call in to the surgery for any of these services as well. It's your choice.

You will be given login details, so you will need to think of a password which is unique to you. This will ensure that only you are able to gain access.

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 you can't do this for some reason, we recommend that you contact the practice so that we can remove online access until you are able to reset your password.

If you print out any information from your record, it is also your responsibility to keep this secure. If you are at all worried about keeping printed copies safe, we recommend that you do not make copies at all.

***PLEASE NOTE: The practice has the right to remove online access to services for anyone that doesn't use them responsibly. Access to records is agreed on a case by case basis.**

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

Although the chances of any of these things happening are very small, you will be asked that you have read and understood the following before you are given login details.

Things to consider

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.

Misunderstood 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.