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| **Dr Adelaja Mustapha**  **Dr Abimbola Mustapha**  **Dr Ruth Tinson**  **Dr Sunjesh Vaja**  **Dr Bhumika Mittal**  **Email: selicb.wickhamparksurgery@nhs.net** |  | **Wickham Park Surgery**  **2 Manor Road**  **West Wickham**  **Kent BR4 9PS**  **Tel: 020 8777 1293** |

**Application for Online Services Access**

**(Please return this form with one proof of photo ID)**

|  |  |
| --- | --- |
| Surname | Date of Birth |
| First name | Mobile Number |
| Telephone Number | Email |
| Address | |

Please tick this box if you already have a Patient Access/NHS app account and are requesting access to your medical record ONLY  *(A new pin letter will not be needed and your existing log on details will still work)*

**I wish to have access to the following online services (please tick all that apply)**

|  |  |
| --- | --- |
| 1. Booking appointments |  |
| 1. Requesting repeat prescriptions |  |
| 1. Accessing my past coded medical record *(You will be automatically granted full text access to your future medical records from date of online registration with us. Past records currently do not include full text access.)* |  |
| 1. I do not wish to access any of my medical record, past or future |  |

**I wish to access my medical record online and understand and agree with each statement (tick)**

|  |  |
| --- | --- |
| 1. I have read and understood the information leaflet provided by the practice |  |
| 1. I will be responsible for the security of the information that I see or download |  |
| 1. If I choose to share my information with anyone else, this is at my own risk |  |
| 1. If I suspect that my account has been accessed by someone without my agreement, I will contact the practice as soon as possible |  |
| 1. If I see information in my record that is not about me or is inaccurate, I will contact the practice as soon as possible |  |
| 1. If I think that I may come under pressure to give access to someone else unwillingly, I will contact the practice as soon as possible. |  |
| **Signature: Date:** | |

**Your unique codes needed to access online services will not be generated when you hand your form in. These will need to be collected from the surgery at a later date. *You will need to provide ID when collecting this.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For Practice use only** | | | | |
| Patient NHS number | | | Patient EMIS ID number | |
| Identity verified by: | Date: | | Method: | |
| Date account created | | | | |
| **For GP use only** | | | | |
| Level of record access enabled (DRCA)  All Limited parts  Notes /explanation | | ACCESS ENABLED  •Lab results •Problems  •Consultations •Documents | | |
| Authorised by | | | | Date |

**Leaflet**

**What you need to know about your GP online records**

Wouldn’t it be great if you could look at your GP records online? Well, you can! You can also book and cancel appointments at your GP surgery and order repeat prescriptions online. Access to your future detailed coded record including full text access (for future records only from point of online access activation) is included automatically. You can also request to have access to your past detailed coded record, please note this currently does not include free text.

Just like online banking, you can look at your GP records on a computer, a tablet or a smartphone, using a website or an app. If you would like to start using online services, see the *Getting Started with GP Online Services* guide for more information. Information on how to get started is also available online at <https://www.nhs.uk/nhs-services/gps/online-health-and-prescription-services> or from your surgery or on their website.

**What’s in it for you?**

You can look at your records whenever you choose to, without needing to print them. Online records are up to date and more secure than a printed paper record which could get lost or seen by others.

People who have long term conditions, for example diabetes, hypertension or coronary heart disease, have found that looking at their test results online helps them make positive changes to improve their health. They can see if their condition is improving or getting worse by looking at past test results. Adam, a patient at University Health Centre said ‘Record access is useful for those, like me, who need to have more regular contact with their GP’.

You can look at your medical records before your appointment to see if there is anything you need to discuss with your doctor or nurse. This could be your test results, illnesses you have had in the past or any new information added to your records. This would help you discuss any concerns you may have and help you benefit more from your appointment.

Sometimes when you see your doctor, you are given a lot of information which you may not be able to remember later. You may also want further information once you have had time to think about what was said. You can look at your online records after your appointment to make sure you understood what your doctor or nurse said.

One of the most useful things patients have found is that you can make sure your medical information is accurate. For example, you will be able to let your doctor know if you have an allergy to a medicine and it is not recorded.

Before you go on holiday, you can check if your vaccinations are up to date without having to go to your surgery.

**Understanding your records**

Your records are written to help medical people look after you and so in some cases, you may not understand everything you see. If you find anything difficult to understand, as well as talking to your doctor or nurse, you can go to the NHS Choices website by using this link www.nhs.uk. NHS Choices is the NHS website for patients so you can look for information on illnesses, improving health and to find NHS services in your local area.

Other websites frequently used to search for information on illnesses and test results are Patient – www.patient.info and Lab Test Online UK – www.labtestsonline.org.uk. Although these are not owned or checked by the NHS, other patients have found them useful.

**A few things to think about**

There are a few things you need to think about before registering for online records. On very rare occasions

Your GP may not think it in your best interest for you to look at your GP records online. If this happens, your GP will discuss their reasons with you. It is up to your GP to decide if you should be allowed access to your online records.

You may see your test results before your doctor has spoken to you about them. This may be when you cannot contact your surgery, or when your surgery is closed. This means you will need to wait until an appointment is available to talk to your doctor.

Information in your medical records might need correcting. If you find something you think is not correct, you should contact your surgery. The staff will be able to answer your questions and set things right when needed. Please bear in mind that you cannot change the record yourself.

There may be information in your medical records that you did not know was there or that you had forgotten about, such as an illness or an upsetting incident. If you see anything you did not know about that worries you, please speak to your surgery and they will discuss this with you.

If you see someone else’s information in your record, please log out immediately and let your surgery know as soon as possible.

If you have questions about any of the above points, please talk to your surgery and they will be able to advise you further.

**A step by step guide to Patient Access**

1. Fill in the attached form and hand in with one form of photo ID.
2. Collect your unique codes from reception around a week after handing in the form. (This will have a Linkage Key, an ODS Code and an Account ID)
3. Log on to <https://patient.emisaccess.co.uk/>
4. Click on **Register**
5. Enter the requested information and follow the on screen prompts
6. Create your account and verify your email address
7. Select **Link to your GP Practice**
8. Input your surgery’s postcode; select the practice name and click **Continue**
9. Answer **Yes** to the question ‘’Have you received a registration letter?
10. Enter the requested details from your registration letter and click **Confirm**

11. Check your personal details and enter either your house number, flat number, or street number, then select Continue.

12. Confirm (enter) your password, then select **Link Account**

13.On the confirmation screen, select **Done**. This will link your account to your practice