**ONLINE ACCESS TO HEALTH RECORDS REQUEST**

**In accordance with the UK General Data Protection Regulation (UK GDPR)**

**Guidance notes – please read before completing this form:**

If a child aged 13 or over has ‘sufficient understanding and intelligence to enable him/her to understand fully what is proposed’ (known as Gillick Competence), then s/he will be competent to give consent for him/herself but may wish a parent to countersign as well. Please note once the child reaches their 16th Birthday access will no longer be available on their parents/guardian’s Online service.

* Patients requiring access to their own record (Sections 1, 2 and 7)
* Proxy access to health records where patient has capacity (Sections 1, 3, 5, 6 and 7)
* Proxy access to health records where patient does not have capacity (Sections 1, 4, 5, 6 and 7)
* Parents requiring access to their child’s (age 13-17) record (Sections 1, 3, 5, 6 and 7)

**Section 1: Patient details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Forename** |  | **Date of birth** |  |
| **Surname** |  | **Title** |  |
| **Address**  **Postcode** |  | | |
| **Contact number** |  | **Email Address:** |  |
| **NHS number (if known)** |  |  |  |

**Section 2: Record requested.**

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

|  |  |
| --- | --- |
| Booking appointments | 🞏 |
| Requesting repeat prescriptions | 🞏 |
| Access to my medical records | 🞏 |

I wish to access my medical record online and both understand and agree with each of the following statements (tick):

|  |  |
| --- | --- |
| I have read and understood the information leaflet provided by the organisation | 🞏 |
| I will be responsible for the security of the information that I see or download | 🞏 |
| If I chose to share my information with anyone else, this is at my own risk | 🞏 |
| I will contact the organisation as soon as possible if I suspect that my account has been accessed by someone without my agreement | 🞏 |
| If I see information in my record that is not about me or is inaccurate, I will contact the organisation as soon as possible | 🞏 |

Signed:

Date:

**Section 3: Consent to proxy access to GP Online Services (if patient has capacity)**

* I…………………………………… (name of patient), give permission to my GP practice to give the following person/people ………………………………………………… proxy access to the online services as indicated below in Section 5
* 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 organisation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Patient signature** |  | **Date** |  |

I/We wish to have access to the health records on **behalf of** the above-named patient.

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **Surname** |  |
| **First name** |  | **First name** |  |
| **Date of birth** |  | **Date of birth** |  |
| **Address** |  | **Address** |  |
| **Postcode** |  | **Postcode** |  |
| **Email** |  | **Email** |  |
| **Telephone** |  | **Telephone** |  |
| **Mobile** |  | **Mobile** |  |

(If more than one person is to be given access then please list the above details for each additional person on a separate sheet of paper)

**Reason for access:**

|  |  |
| --- | --- |
| I have been asked to act by the patient | 🞏 |
| I have full parental responsibility for the patient and the patient is under the age of 18 and has consented to my making this request or is incapable of understanding the request (delete as appropriate) | 🞏 |

**Section 4: Consent to proxy access to GP Online Services (if patient does not have capacity)**

I/We wish to have access to the health records on **behalf of** the above-named patient.

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **Surname** |  |
| **First name** |  | **First name** |  |
| **Date of birth** |  | **Date of birth** |  |
| **Address** |  | **Address** |  |
| **Postcode** |  | **Postcode** |  |
| **Email** |  | **Email** |  |
| **Telephone** |  | **Telephone** |  |
| **Mobile** |  | **Mobile** |  |

(If more than one person is to be given access then please list the above details for each additional person on a separate sheet of paper).

**Reason for access:**

|  |  |
| --- | --- |
| I/We have been appointed by the Court to manage the patient’s affairs and attach a certified copy of the court order appointing me to do so | 🞏 |
| I am/We are acting *in loco parentis* and the patient is incapable of understanding the request | 🞏 |
| I am/We are the deceased person’s personal representative and attach confirmation of my/our appointment (grant of probate/letters of administration) | 🞏 |
| I/We have written and witnessed consent from the deceased person’s personal  representative and attach Proof of Appointment | 🞏 |
| I/We have a claim arising from the person’s death (please state details below) | 🞏 |

**Section 5: Proxy access online services available**

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

|  |  |
| --- | --- |
| Booking appointments | 🞏 |
| Requesting repeat prescriptions | 🞏 |
| Access to my medical records | 🞏 |

**Section 6: Proxy declaration**

I/We wish to access to the medical record online of the above patient and I/we understand and agree with each statement (tick)

|  |  |
| --- | --- |
| I/We have read and understood the information leaflet provided by the organisation and agree that I/we will treat the patient information as confidential | 🞏 |
| I/We will be responsible for the security of the information that I/we see or download | 🞏 |
| 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 | 🞏 |
| If I/we see information in the record that is not about the patient or is inaccurate, I/we will contact the organisation as soon as possible. I/we will treat any information which is not about the patient as being strictly confidential | 🞏 |

I declare that the information given by me is correct to the best of my knowledge and that I am entitled to apply for access to the health records referred to above under the terms of the Data Protection Act 2018.

You are advised that the making of false or misleading statements in order to obtain personal information to which you are not entitled is a criminal offence which could lead to prosecution.

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant signature** |  | **Date** |  |

**Section 7: Proof of identity**

Under the Data Protection Act 2018, you do not have to give a reason for applying for access to your own health records. However,all applicants will be asked to provide two forms of identification, one of which must be photographic identification before access can be set up. Please speak to reception if you are unable to provide this.

**ADDITIONAL NOTES:**

Before returning this form, please ensure that you have:

* Signed and dated the form.
* Are able to provide proof of your identity or alternatively confirmed your identity by a countersignature.
* Enclosed documentation to support your request (if applicable).

Incomplete applications will be returned; therefore, please ensure you have the correct documentation before returning the form.

You can return the signed form via our email address at [admin.hollies@nhs.net](mailto:admin.hollies@nhs.net) or in person at the surgery or via post.

***This request can take up to 28 days due to the medical records will need to be reviewed by a staff member prior to patient having access due to any third-party information that may need to be redacted.***

***This may sometimes take longer due to staff shortage, but we will aim to do our best to keep within a timely manner.***

***Staff use only***

|  |  |
| --- | --- |
| *Form taken by (Full Name):* | *Date:* |
| *Scanned By (Full Name):* | *Date:* |