**The Lambert Medical Centre**

2 Chapel Street, Thirsk, YO7 1LU

Tel No. 01845 523157

**Application for online access to my medical record**

**Full Detailed Coded Access**

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

|  |  |
| --- | --- |
| I wish to have access to my full online coded medical records |  |

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   (Please see overleaf) |  |
| 2. I will be responsible for the security of the information that I see or download |  |
| 3. If I choose to share my information with anyone else, this is at my own risk |  |
| 4. If I suspect that my account has been accessed by someone without my agreement, I will contact the practice as soon as possible |  |
| 5. If I see information in my record that is not about me or is inaccurate, I will contact the practice as soon as possible |  |
| 6. 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

# 

# For practice use only

|  |  |  |  |
| --- | --- | --- | --- |
| Patient NHS number | | Practice computer ID number | |
| Identity verified by (initials) | Date | Method  Vouching   Vouching with information in record   Photo ID and proof of residence  | |
| Authorised by | | | Date |

**Online Records Access Patient information leaflet: It’s your choice**

If you wish to, you can now use the internet to look at your medical record online. It’s your choice.

Being able to see your record online might help you to manage your medical conditions. It also means that you can access it from anywhere in the world should you require medical treatment when you are abroad.

You should already have login details, and a password which is unique to you. This will ensure that only you are able to access your record - unless you choose to share your details with a family member or carer.

The practice has the right to remove online access to services for anyone that doesn’t use them responsibly.

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 online access to your full coded record.

**Problems shown in your online record**

We use the EmisWeb clinical system to record the information in your medical record. EmisWeb uses items called “Problems” to help doctors to file and retrieve information quickly. These are best thought of as categories, or filing folders. This means that a patient with history of, for example, anxiety, may have a problem labelled “Mental Health” in their records. This does not mean that they are mentally ill, but simply that anxiety has been filed under the body system “Mental health”.

**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, legal representatives or carers. It’s your choice, but also your responsibility to keep the information safe and secure.

**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 on the usual telephone number as soon as possible.

**Test Results**

Test results are reviewed when they arrive back at the surgery and placed onto your record. You will only be contacted if the Doctor needs to discuss the results with you. This means that you will see results of which you were previously unaware, but be assured they were considered ‘normal’ and so there is no cause for concern. If you wish, results can be discussed with the doctor the next time you visit the surgery.

**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