# Application for online access to my medical record

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

## 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 medical record | 🞏 |

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. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement | 🞏 |
| 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 | 🞏 |

|  |  |
| --- | --- |
| 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 |
| Date account created | | | | |
| Date passphrase sent | | | | |
| Level of record access enabled  Prospective 🞏  Retrospective 🞏  All 🞏  Limited parts 🞏  Contractual minimum 🞏 | | | Notes / explanation | |

NOTES ON THE ONLINE SERVICES APPLICATION PROCESS:

On 1st March 2015, Ramsey Health Centre introduced SystmOnline for our registered patients.  SystmOnline is a web-based system which allows patients the ability to access a range on online services such as:-

* Improved repeat medication ordering
* Appointment booking and cancellation
* Update of personal details
* Access to summary care record
* Patient questionnaires and surveys

We will gradually introduce each element of online access and we plan to have all of the above functions accessible in the near future.

The previous process for ordering repeat prescriptions will end on 1st April 2015 and a new link to SystmOnline will be available.

If you are a registered patient with our practice and wish to start using SystmOnline, you will need to complete this registration form. Once the form is complete, please visit reception at the surgery to be set up to use the new system.

**As well as your signed form, you will need to bring along proof of your identity (e.g. photo id such as passport or driver's licence) and proof of residence (e.g. bank or building society statement, but not bills) so that our staff can verify that you are the correct person to receive the user details.  A valid email address is also required, which needs to be verified before using SystmOnline.**

For patients under 14 years of age, parental access can be granted in most cases.

Our reception staff will generate a letter for you containing a unique username and password.  You will be asked to change this password to one of your choice during your first access to SystmOnline.  The log in details with your registration letter are confidential to you.

If you need to access SystmOnline on behalf of a relative (i.e. spouse, child aged 14 years or over or an elderly or other relative), in addition to their ID and address verification, you will need to provide a signed letter of consent from your relative, stating that he/she is happy for you to register them on SystmOnline and for the practice to provide you with their login details.

An additional benefit of the new SystmOnline access will be the ability to access the majority of these functions from your smart phone using your unique login details.