

Application for access to detailed coded information from my medical record online

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

Please note:

- 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 export or print out any information from your record, it is also your responsibility to keep this secure. If you are at all worried about keeping exported files or printed copies safe, we recommend that you do not make copies at all.
- The practice may not be able to offer online access due to a number of reasons such as concerns that it could cause harm to physical or mental health or where there is reference to third parties. The practice has the right to remove online access to services for anyone that doesn't use them responsibly.
- 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.
- 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.

If you would like Detailed Coded Record Access (DCRA) then please tick and sign below and return this form. Once your request has been approved by a doctor, the option to view your online record will appear when you next log in. Please allow 7 working days from the date of your request.

- I wish to have **Detailed Coded Record Access (DCRA)**
- I have read and understood the points above and the information on the enclosed information leaflet

Patient's signature	Date
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For practice use only

Approved by: (GP Name)	(GP Signature)	Date
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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 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 (For a full explanation of how these are handled see patient leaflet)

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>