**The Lakes Medical Practice**

**Bridge Lane, Penrith, CA11 8HW**

**Third Party Online Access – For ALL patients aged 11 Years + & Adults**

Application must be returned **IN PERSON** to the practice with **ID** or attend to carry out security checks. The GP holds the final decision over access to online records.

**Please note:** Children aged 11-16: Once we have received the completed form, we will need to arrange for you to attend the practice to discuss your application with a member of our clinical team to assess your understanding of granting online access to another person. The GP holds the final decision over access to online services and records.

**It can take up to 28 working days, (longer during busier periods, or where additional checks need to be carried out) to assess online/app access applications.**

**Section 1 – To be completed by PATIENT:**

**I,**……………………………………………………………….. (Patient) **Date of Birth**……………….

**Address**…………………………………………………………………………………………**Postcode**……………………..

**E-mail to be used for online account:**…………………………………………..(Print clearly)

**Things to consider before you apply for online access:**

• **Forgotten history** – there may be somethings you have forgotten or were not aware of in your record that you may find upsetting.

• **Abnormal results** – if your GP has given you access to test results you may see

something that you find upsetting. This may occur before you have spoken to you

doctor or while the surgery is closed.

• **Choosing to share your information** – It is up to you whether you share your

information with others- it is your responsibility to keep your information safe and

secure.

• **Misunderstood information** – your medical record is designed to be used by clinical

professionals to ensure you receive the best possible care. Some information within

your medical record may be highly technical, written by Consultants and not easily

understood.

• **If you spot something about someone else** - in your medical record that is not about

you, please contact the surgery as soon as possible.

• **Children – up to the age of 11** a Childs medical record can be accessed online by a

parent or guardian. On the 11th birthday access will be shut down. A young person aged 11to 16 will need to request online services by completing this form.

**Section 2**

**I wish to grant access my medical record online to a third party, I understand the following and agree with each statement – You must INITIAL each box to confirm:**

|  |  |
| --- | --- |
| 1. I will be responsible for the security of the information that I see |  |
| 1. If I choose to share my information or access to my online account with anyone, this is at my own risk |  |
| 1. I will contact the practice as soon as possible if I suspect that the account has been accessed by someone without my agreement or I wish to remove my online access |  |
| 1. I understand and have read THINGS TO CONSIDER provided by the practice |  |
| 1. I understand the practice is only responsible for entries made since I registered with **The Lakes Medical Practice** |  |

**Section 3 (Details about the person you are granting access to):**

**I am requesting access is granted to:………………………………………………….(Name) …………………(Date of birth)………………………………………………….. (Address) online medical records and have read the information provided above**

|  |  |
| --- | --- |
| **Signature**……………………………**of third party** | **Date**………………………. |

**FOR PRACTICE USE ONLY:**

|  |  |  |
| --- | --- | --- |
| **Patient EMIS number:** | **Identity verified by & Date:** | **Vouching/Photo ID:** |
|  |  |  |
| **Approved by GP (Name):** | **Access denied/Reason:** | **Date:** |
|  |  |  |
| **Date access set up & by:** | **Date patient informed:** | **Scanned to record by:** |
|  |  |  |