St. Fillans Medical Centre

PATIENT ONLINE ACCESS APPLICATION

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.

- 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 and 7)
- Parents requiring access to their child's (aged 12 or under) record (Sections 1, 3, 5, 6 and 7)

Section 1: Patient details

Surname		**Former name**	
Forename		**Title**	
Date of birth		**Address:**	
Telephone number		**Postcode:**	
NHS number (if known)		**Hospital number (if known)**	
Email			

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	☐

Patient signature		**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 aged 13-17 who has consented to my making this request or is incapable of understanding the request (delete as appropriate)	☐
I have full parental responsibility for a child (12 or under) and I am named on the birth certificate (proof to be provided)	☐

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:

The patient does not have capacity to make a decision on giving proxy 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	☐
The GP considers it to be in the patient's best interests	☐

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.

St. Fillans Medical Centre

For office use only:

Identification verification must be verified through two forms of ID

- One of which must contain a photo e.g., passport, photo driving licence or bank statement

  Where this is not available, vouching by a member of staff or by confirmation of information in the records by one of the management team or a partner may be used

Patient Requesting Access to OWN Record			
Patient Name		Patient DOB	
Verified by (Staff Name)		Date of Request	
Proof of ID 1 (details)		Proof of ID 2 (details)	
Staff Checklist (confirm all)	☐ Scanned onto record ☐ Tasked ☐ Added to spreadsheet		

Patient Requesting Access to CHILD under 12 Record			
Patient Name		Patient DOB	
Verified by (Staff Name)		Date of Request	
Applicant (Proxy) Name		Applicant (Proxy) DOB	
Proof of ID 1 (details)		Proxy Proof of ID 2 (details)	
Verify Birth Certificate naming proxy (MUST COMPLETE)			
Staff Checklist (confirm all)	☐ Scanned onto record ☐ Tasked ☐ Added to spreadsheet		

For office use only:

Patient Requesting PROXY Access for another ADULT (with capacity) or CHILD age 13-17 Note: both must be registered patients of St Fillans for this to be available on NHS App (can be done on Patient Access)			
Patient Name		Patient DOB	
Patient Proof of ID 1 (details)		Patient Proof of ID 2 (details)	
Applicant (Proxy) Name		Applicant (Proxy) DOB	
Proxy Proof of ID 1 (details)		Proxy Proof of ID 2 (details)	
Verified by (Staff Name)		Date of Request	
Staff Checklist (confirm all)	☐ Consent by patient checked ☐ Scanned onto record ☐ Tasked ☐ Added to spreadsheet		

Patient Requesting PROXY Access for a patient without capacity			
Patient Name		Patient DOB	
Applicant (Proxy) Name		Applicant (Proxy) DOB	
Proxy Proof of ID 1 (details)		Proxy Proof of ID 2 (details)	
Verified by (Staff Name)		Date of Request	
Reason & associated documentation checked			
Staff Checklist (confirm all)	☐ Scanned onto record ☐ Tasked ☐ Added to spreadsheet		