

**View The Coded Details of your Medical Record Online**

You can now request access to coded details of your medical record. This service is provided through **EMIS Patient Access** (the same system as your Appointments and Medication).

In addition to your Appointments, Medication and Allergies this will also include access to your Laboratory Results (once they have been reviewed by a GP), Immunisations, Key Medical Problems and your Consultations.

It is strongly recommended you read the information sheet provided with this form.

You will firstly need to be register for EMIS Patient Access, which can be done online (for more information on this please visit the Online Services section on the surgery website – [www.blackthornhealthcentre.co.uk](http://www.blackthornhealthcentre.co.uk)). Once your account has been activated please fill in the form attached to this documentation.

You will then need to show a member of the Reception staff TWO types of ID. One of the IDs will need to be a valid Photo ID (such as a Passport, Driving License, etc.) The other ID will need to be a recent document with your home address on it (utility bills cannot be accepted). This will be needed, in person per individual, regardless of whether you have shown the surgery ID before.

Upon completion of this form, the sections you are requesting will be reviewed by your Named GP, (for more information on your Named GP please enquire at Reception). It is then up to your Named GP (and not a member of the administration team) to grant you access to your medical record. If there is any reason why your request is declined your Named GP will put this in writing to you. Otherwise, your account will be granted the appropriate permission with immediate effect from the next time you login to Patient Access.

Upon receipt of this form to the surgery, please allow 28 working days for your request to be processed.

*Please note, at this current time the surgery is not able to register any children under 16 for any part of the online services.*

*In addition, the surgery cannot register new patients for the Coded Details of your Medical Record until you have been registered with the surgery for a minimum of 6 months to allow for your medical record to be summarised onto our clinical computer system.*

*Each individual over 16 will need to visit the surgery with their own Photo ID.*

*Blackthorn Health Centre does not recommend that patients use a shared email address / mobile telephone number. You may be sent appointment booking / prescription confirmation emails, which may be confidential to the individual. By choosing to use a shared email address / mobile phone number, you are confirming that you are aware of the risks and accept the consequences.*

Online Access: Patient Information

Being able to see your record online might help you to manage your medical conditions. It also means that you can even access it from anywhere in the world should you require medical treatment on holiday. If you decide not to join or wish to withdraw, this is your choice and practice staff will continue to treat you in the same way as before. This decision will not affect the quality of your care.

Your unique login details ensure that only you are able to access your record – unless you choose to share your details with a family member or carer. 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 as soon as possible so that we can remove online access until you are able to reset your password.

If you print out any information from your record, it is also your responsibility to keep this secure. If you are at all worried about keeping printed copies safe, we recommend that you do not make copies at all.

**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 login details.

**Things to consider**

**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.

**Coercion**

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.

**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 as soon as possible.

**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>

**I wish to request access to the Coded Details of my Medical Record via EMIS Patient Access**

|  |  |
| --- | --- |
| **Forename**:       | **Surname**:       |
|  |
| **Date of Birth**:       | **Home Telephone Number**:       |
|  |
| **Mobile Telephone Number**:       | **Work Telephone Number**:       |
|  |
| **E-Mail Address**:       |

*By providing Blackthorn Health Centre with your e-mail address / mobile telephone number, you consent to the surgery using it to communicate with you regarding your healthcare.*

*It will not be shared with any other companies, and you can opt-out of communication by email / SMS message or Patient Access at any time by contacting the surgery.*

**PLEASE REMEMBER IT IS YOUR RESPONSIBILITY TO KEEP THE SURGERY INFORMED IF YOUR EMAIL ADDRESS OR TELEPHONE NUMBERS CHANGE.**

In addition to my Appointments, Medication and Allergies, I would like to request access to the following sections of my Coded Medical Record via EMIS Patient Access:

*Please tick each section you would like access*

*(If you would like further access in the future you will need to complete this form again)*

**[ ]  Laboratory Results [ ]  Immunisations [ ]  Key Medical Problems [ ]  Consultations**

In addition to the above, I understand and agree with each statement below (tick):

|  |  |
| --- | --- |
| I have read and understood the information overleaf provided by the practice | [ ]  |
| I will be responsible for the security of the passwords / pin numbers in relation to my online account | [ ]  |
| I will be responsible for the security of the information that I see or download | [ ]  |
| If I choose to share my information with anyone else, this is at my own risk | [ ]  |
| If I suspect that my account has been accessed by someone without my agreement, I will contact the practice as soon as possible | [ ]  |
| If I see information in my record that is not about me or is inaccurate, I will contact the practice as soon as possible | [ ]  |
| 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 | [ ]  |
| I understand and agree that the practice has the right to remove my online access to any part of the online services if they are not used responsibly | [ ]  |
| I understand that the rules surrounding online patient access may change at any time | [ ]  |

I have read and understood the information above and would like to request access to the Coded parts of my Medical Record.

|  |  |
| --- | --- |
| **Signed** | **Date** |
|  |  |

**STAFF USE ONLY**

**Reception Staff:** Review registration form to make sure it is all filled in correctly and then record the two types of ID below by adding 91B to the patient’s notes via the F12 Shortcut.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Photo ID Seen** | **Type of Address ID Seen** | **ID Seen By** | **Date ID Seen** |
|  |  |  |  |

Once this section is completed put these two pages only in the tray in the Back Reception area.

(The information part contained in the first two pages of this document is to stay with the patient)

**Named GP:** Review the patients record.

|  |  |  |
| --- | --- | --- |
| **Medical Record****Permission Granted**(🗸 / 🗴) | **Name of GP who Reviewed Patients Notes** | **Date Reviewed** |
|  |  |  |
| **If Permission was NOT Granted,****Please give a brief reason why?** |  |
|  |

Once this section is completed put them in Ben Scorer’s tray in the Mail Room.

**Admin Staff:** If permission has been granted, add the 93440 code and amend the patients DCR details in Registration.

If permission has been declined, write to the patient to inform them of this and why?

|  |  |  |
| --- | --- | --- |
| **Patient Access Status Updated** (with 93440 code) **or****Letter Sent** | **Actioned By** | **Date Actioned** |
|  |  |  |

Once this section is completed pass onto scanning to file to the patients notes.

**Scanning Staff:**

Once this document is scanned and filled onto the patient notes, this form can be destroyed.

This document is for filling only and does not need to be workflowed to anyone.