

**ARDEN MEDICAL CENTRE  
ADULT CONFIDENTIAL MEDICAL QUESTIONNAIRE**

To assist with your care pending the arrival of your full medical records from your last surgery, please complete the following questions:-

**Surname** ..... **Forename** .....

**Previous Name** ..... **First Language** .....

**Address &  
Postcode** .....

**Ethnicity** ..... **Marital status** .....

**Home Tel No:** ..... **Mobile Tel No:** .....

**Preferred contact telephone no:** HOME / MOBILE / OTHER (please state)  
.....

**Date of birth** ..... **Country of birth** .....

**Occupation** ..... **E-mail address** .....

Do you consent to SMS (text messages) / e-mails being sent for appointment reminders and / or practice news? YES/NO

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**Important past and present illnesses / operations (including dates):**  
e.g. diabetes, appendectomy, heart disease.

**Medication:** Please detail any medication taken regularly:

**Allergies / sensitivities:**

(A) Drugs.....

(B) Other: (e.g. sticking plaster).....

If you would like this information in an alternative format or you need help communicating with us, please let us know

**Family history:** Please give details of any illnesses which run in your family. Please give the relationship of the relative to you (e.g. mother, brother) and their approximate age when they developed the condition.

Heart disease:.....

Stroke:.....

Diabetes:.....

Cancer:.....

Other:.....

### Smoking

Do you smoke?                      Yes/No                      If Yes, how many? .....

If No, have you ever smoked    Yes/No                      If Yes, when did you stop? .....

At the Practice we have dedicated Nurses who are fully trained in smoking cessation that can help you. They can assess your readiness to stop, discuss treatment options and give ongoing support.

**I would like one of the Practice Nurses to contact me regarding helping me to stop smoking – YES/NO**

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### Carers

Do you have a carer?    Yes/No                      If yes, please provide carer's name.....

Do you have responsibility for caring for another adult?    Yes/No

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### Accessibility

Do you have any information or communication needs?                      Yes / No

If so, please specify your needs & how we can assist you.....

*Examples of this could include but are not limited to:*

*Deaf or have a hearing loss*

*Deafblindness (dual sensory loss)*

*Autism*

*Communication impairment (speech & language)*

*Aphasia (difficulty in communicating verbally or using written words)*

*Blind or have a visual loss*

*People with a learning disability*

*Dementia*

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### Online services ([www.ardenmedicalcentre.co.uk](http://www.ardenmedicalcentre.co.uk))

Arden Medical Centre offers some facilities online including:

- Booking GP appointments
- Ordering repeat prescriptions
- Updating your contact details
- Viewing your summary care record
- Viewing your coded medical record

***If you wish to register for our online facility please complete attached form or see reception - Please note proof of ID will be required.***

If you would like this information in an alternative format or you need help communicating with us, please let us know

**Alcohol Screening - Please complete BOTH sides of this questionnaire**

Questions	Scoring system					Your score
	0	1	2	3	4	
How often do you have a drink containing alcohol?	Never	Monthly or less	2 - 4 times per month	2 - 3 times per week	4+ times per week	
How many units of alcohol do you drink on a typical day when you are drinking?	1 - 2	3 - 4	5 - 6	7 - 9	10+	
How often do you have 6 or more drinks on a single occasion?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	

**NHS guide to alcohol units**

<b>1.5 units</b>  Small glass red/white/rosé wine (125ml, ABV 12%)	<b>2.1 units</b>  Standard glass red/white/rosé wine (175ml, ABV 12%)
<b>3 units</b>  Large glass red/white/rosé wine (250ml, ABV 12%)	<b>2 units</b>  Pint of lower-strength lager/beer/cider (ABV 3.6%)
<b>3 units</b>  Pint of higher-strength lager/beer/cider (ABV 5.2%)	<b>1.7 units</b>  Bottle of lager/beer/cider (330ml, ABV 5%)
<b>2 units</b>  Can of lager/beer/cider (440ml, ABV 4.5%)	<b>1.5 units</b>  Alcopop (275ml, ABV 5.5%)
<b>1 unit</b>  Single small shot of spirits* (25ml, ABV 40%)	



**Men & Women are advised not to regularly drink more than 14 units a week**  
 (Source: NHS Choices website)

If you would like this information in an alternative format or you need help communicating with us, please let us know

Score from Alcohol Screening (other side)

SCORE

## Remaining AUDIT questions

Questions	Scoring system					Your score
	0	1	2	3	4	
How often during the last year have you found that you were not able to stop drinking once you had started?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
How often during the last year have you failed to do what was normally expected from you because of your drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
How often during the last year have you needed an alcoholic drink in the morning to get yourself going after a heavy drinking session?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
How often during the last year have you had a feeling of guilt or remorse after drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
How often during the last year have you been unable to remember what happened the night before because you had been drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
Have you or somebody else been injured as a result of your drinking?	No		Yes, but not in the last year		Yes, during the last year	
Has a relative or friend, doctor or other health worker been concerned about your drinking or suggested that you cut down?	No		Yes, but not in the last year		Yes, during the last year	

**Scoring:** 0 – 7 Lower risk, 8 – 15 Increasing risk,  
16 – 19 Higher risk, 20+ Possible dependence (SIAS referral)

**Would you like further health information regarding alcohol** YES/NO

If you are concerned about your drinking habits, please make an appointment with the Doctor. They would be happy to discuss this with you.

*Please read the alcohol awareness leaflet included in this pack*

TOTAL

## Office use only

Contact re smoking cessation Y/N (if Yes, task RN)

Appt with GP re alcohol score 16+ Y/N (send task to GP)

Further info re alcohol Y/N (send task to PN)

If you would like this information in an alternative format or you need help communicating with us, please let us know

### Screening

Do you regularly feel troubled by the feeling of being nervous, anxious, irritable, afraid or not being able to stop worrying?	Yes/No
During the past month, have you been troubled by feeling low or depressed for much of the time?	Yes/No
During the past month, have you been troubled by not enjoying things you used to enjoy?	Yes/No

**Would you like to discuss these answers further with the GP?**

**YES/NO**

### Named GP

You have a named GP who is responsible for generally overseeing your medical care. For your day to day consultations or if your named GP is not available you can continue to see any Doctor within the practice.

Your named GP is allocated by the month which you registered at the practice:

*Month of registration*  
January / May / September  
February / June / October  
March / July / November  
April / August / December

*Named GP*  
Dr Jane Holt  
Dr Lucy Barnsley  
Dr Nom Ullah  
Dr Clare Bailey

If you have any queries regarding this please contact the practice manager.

### Declaration

I acknowledge the details on this form are correct and that I have been given:

**Alcohol information sheet**

**Data sharing information**

**Data sharing opt out forms**

**Online access patient information leaflet and application form**

**Practice newsletter**

**Practice leaflet**

**Details of my Named GP**

**Signature .....** **Date.....**

### Office use only

Refer to GP for further advice / support (if indicated)

Date data entered on to computer .....

Staff initials.....

***Please put documentation for scanning into patient records***

If you would like this information in an alternative format or you need help communicating with us, please let us know

## Alcohol and Sensible Drinking

See your doctor or practice nurse if you are drinking above the safe limits and are finding it difficult to cut down.

### What are the recommended safe limits of alcohol drinking?

- Men and women are advised not to regularly drink more than 14 units a week
- Spread your drinking over three days or more if you drink as much as 14 units a week

*Fourteen units is equivalent to six pints of average strength beer or 10 small glasses of low strength wine.*

- **Pregnant women.** The exact amount that is safe is not known. Therefore, advice from the Department of Health is that pregnant women and women trying to become pregnant should not drink at all. If you do choose to drink when you are pregnant then limit it to one or two units, once or twice a week.

In general, the more you drink above the safe limits, the more harmful alcohol is likely to be. And remember, binge drinking can be harmful even though the weekly total may not seem too high. For example, if you only drink once or twice a week, but when you do you drink 4-5 pints of beer each time, or a bottle of wine each time, then this is a risk to your health. Also, even one or two units can be dangerous if you drive, operate machinery, or take some types of medication.

### What is a unit of alcohol?

One unit of alcohol is about equal to:

- half a pint of ordinary strength beer, lager, or cider (3-4% alcohol by volume), or
- a small pub measure (25 ml) of spirits (40% alcohol by volume), or
- a standard pub measure (50 ml) of fortified wine such as sherry or port (20% alcohol by volume)

There are one and a half units of alcohol in:

- a small glass (125 ml) of ordinary strength wine (12% alcohol by volume), or
- a standard pub measure (35 ml) of spirits (40% alcohol by volume)

But remember, many wines and beers are stronger than the more traditional ordinary strengths.

### Health risks

About 1 in 3 men, and about 1 in 7 women, drink more than the safe levels. Many people who drink heavily are not addicted to alcohol, and are not alcoholics. To stop or reduce alcohol would not be a problem if there was the will to do so. However, for various reasons, many people have got into a habit of drinking regularly and heavily. But, drinking heavily is a serious health risk.

If you would like this information in an alternative format or you need help communicating with us, please let us know

You should regularly talk to your children about the risks of alcohol in a way that is appropriate for their age. If you feel your child is having a problem with alcohol, talk to your GP as there are services now available for young people.

If you drink heavily you have an increased risk of developing:

Liver problems	Stomach disorders
Pancreatitis (severe inflammation of the pancreas)	High blood pressure
Sexual difficulties such as impotence	Mental health problems
Muscle and heart muscle disease	Some cancers
Obesity	

Drinking alcohol is associated with a much increased risk of accidents. In particular, injury and death from fire and car crashes. About 1 in 7 road deaths are caused by drinking alcohol.

### **Alcohol dependence**

If you are alcohol dependent you have a strong desire for alcohol and have great difficulty in controlling your drinking. In addition, your body is used to lots of alcohol. Therefore, you may develop withdrawal symptoms 3-8 hours after your last drink as the effect of the alcohol wears off. So, even if you want to stop drinking, it is often difficult because of withdrawal symptoms. The symptoms include: feeling sick, trembling, sweating, craving for alcohol, feeling unwell. As a result, you may drink regularly to prevent withdrawal symptoms.

### **Further resources and sources of help**

#### *Drinkline - National Alcohol Helpline*

Tel: 0800 917 8282

Offers help to callers worried about their own drinking and support to the family and friends of people who are drinking. Advice to callers on where to go for help.

#### *Drinkaware*

Web: [www.drinkaware.co.uk](http://www.drinkaware.co.uk)

A charity which aims to change the UK's drinking habits for the better. Drinkaware promotes responsible drinking and finds innovative ways to challenge the national drinking culture to help reduce alcohol misuse and minimise alcohol-related harm.

#### *Alcoholics Anonymous*

PO Box 1 10 Toft Green, York, YO1 7ND

Helpline: 0845 769 7555 Web: [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)

There are over 3,000 meetings held in the UK each week with over 40,000 members. The only requirement for membership is a desire to stop drinking.

#### *AL-Anon Family Groups*

61 Great Dover Street, London, SE1 4YF

Tel: 020 7403 0888 Web: [www.al-anonuk.org.uk](http://www.al-anonuk.org.uk)

Offers support for families and friends of alcoholics whether the drinker is still drinking or not.

#### *Department of Health*

Web: [www.dh.gov.uk/en/Publichealth/Healthimprovement/Alcoholmisuse/index.htm](http://www.dh.gov.uk/en/Publichealth/Healthimprovement/Alcoholmisuse/index.htm)

The DOH alcohol misuse page includes information on the National Alcohol Strategy, and policy and advice on sensible drinking and the prevention of alcohol misuse.

If you would like this information in an alternative format or you need help communicating with us, please let us know

## Data sharing – a patient guide

### Overview

Health records play an important role in modern healthcare. They have two main functions, which are described as either primary or secondary.

The **primary function** of healthcare records is to record important clinical information, which may need to be accessed by the healthcare professionals involved in your care.

The **secondary function** of healthcare records is they can be used to improve public health and the services provided by the NHS, such as treatments for cancer or diabetes. Health records can also be used:

- to determine how well a particular hospital or specialist unit is performing,
- to track the spread of, or risk factors for, a particular disease and
- In clinical research, to determine whether certain treatments are more effective than others.

When health records are used in this way, your personal details are not given to the people who are carrying out the research. Only the relevant clinical data is given, for example the number of people who were admitted to hospital every year due to a heart attack.

### Confidentiality

There are strict laws and regulations to ensure that your health records are kept confidential and can only be accessed by health professionals directly involved in your care.

There are a number of different laws that relate to health records. The two most important laws are:

- Data Protection Act (1998), and
- Human Rights Act (1998).

Under the terms of the Data Protection Act (1998), organisations such as the NHS must ensure that any personal information it gathers in the course of its work is:

- only used for the stated purpose of gathering the information (which in this case would be to ensure that you receive a good standard of healthcare), and
- Kept secure.

The Human Rights Act (1998) also states that everyone has the right to have their private life respected. This includes the right to keep your health records confidential.

If you would like this information in an alternative format or you need help communicating with us, please let us know

## NHS Data Sharing Agreements

The NHS is currently making some important changes to how it will store and use health records over the next few years.

**All patients are automatically opted in** to the data sharing areas detailed below. Patients can choose to opt out of any of these (or all of them) at any time

- **Summary Care Record (SCR) – National project**
- **SystemOne Data Sharing – eDSM – National project**
- **Care.data – National project – National project**

### **Summary Care Record (SCR) – National project**

#### ***What is it?***

SCR is a record of three main areas of your record:

- Medicines
- Allergies
- Sensitivities

#### ***What data is used?***

Only the three areas listed above

#### ***Why is data needed?***

It enables Healthcare staff outside of a GP surgery to have access to the above information so they provide you with safer care during an emergency, when the GP practice is closed or when you are away from home (in another part of England).

Healthcare staff will have to ask your permission every time they need to look at an SCR.

#### ***Can patients opt out?***

Yes. If you do not wish to have an SCR need to complete an opt-out form.

#### ***Where can I get more information?***

- Arden Medical Centre website ([www.ardenmedicalcentre.co.uk](http://www.ardenmedicalcentre.co.uk))
- Patient leaflets available at the surgery
- NHS choices website ([www.nhs.uk/nhsengland/thenhs/records/healthrecords](http://www.nhs.uk/nhsengland/thenhs/records/healthrecords))

If you would like this information in an alternative format or you need help communicating with us, please let us know

## **SystmOne Data Sharing – eDSM – National project**

### ***What is it?***

Arden uses SystmOne for recording your clinical record. This is the sharing of your record (i.e. information on SystmOne) with OTHER Systmone Healthcare providers.

Patient's can choose to share their record with other care services. These care services include

- Community Services e.g. Physio, foot health, diabetes, ENT
- Smoking services
- District Nurses
- Macmillan Nurses
- Walk in Centre's
- Other GP surgeries
- ANY provider who has SystmOne anywhere in the UK

### ***What data is used?***

The whole patient record. The record is only used for clinical purposes

### ***Why is data needed?***

It means that when you have a community appointment or attend the walk in centre the Healthcare staff will have all the relevant information to give the best care and treatment

Healthcare staff will have to your permission every time they want to access the record.

### ***Can patients opt out?***

Patients need to express their consent in **two** ways – sharing their data OUT & sharing their data IN.

**Sharing OUT** means that the surgery would share their information with other NHS services.

**Sharing IN** means that we would be allowed to view information recorded elsewhere e.g. physio

Arden Medical Centre has taken the default position to mark

- **All information saved at Arden Medical Centre** so that it **can only be viewed** by Arden Medical Centre staff.
- **All data entered at other organisations** (who use Systmone), where you have agreed to make the data sharable, **can be viewed** by Arden Medical Centre staff.

### ***Where can patients get more information?***

- Arden Medical Centre website ([www.ardenmedicalcentre.co.uk](http://www.ardenmedicalcentre.co.uk))
- Patient leaflets available at the surgery
- Solihull CCG website ([www.solihullccg.nhs.uk](http://www.solihullccg.nhs.uk))

If you would like this information in an alternative format or you need help communicating with us, please let us know

## **Care.data – National project**

### ***What is it?***

The NHS England wants to improve the quality of care and health services for all. By using patient information those providing care and health services can see how well they are doing and where improvements need to be made. By bringing the information together from different places, they can compare the care provided in one area with the care in another, to see what worked best.

### ***What data is used?***

Initially NHS England will use basic information (postcode & NHS number) to link your records from different NHS providers. The records are then anonymised and the information is made available to others. They will sometimes release confidential information to approved researchers (if this is allowed by law and meets data protection rules).

They will extract data from patient records at GP surgeries and data from hospital / community settings.

### ***Why is data needed?***

There are benefits to sharing information about the care we all receive and it helps the NHS understand the health needs of everyone and the quality of the treatment and care provided.

### ***Can I opt out?***

Yes. If you do not wish to have your data extracted (from the GP **AND/OR** a hospital/community service) you will need to complete an opt-out form.

### ***Where can patients get more information?***

- Arden Medical Centre website ([www.ardenmedicalcentre.co.uk](http://www.ardenmedicalcentre.co.uk))
- Patient leaflets available at the surgery
- Care.data website ([www.nhs.uk/caredata](http://www.nhs.uk/caredata))

## **Opt out forms**

All opt out forms are available from the surgery and on our website

***REMINDER: A separate opt out form is required for each data sharing agreement***

If you would like this information in an alternative format or you need help communicating with us, please let us know

## Summary Care Record – your emergency care summary

### OPT-OUT FORM

Request for my clinical information to be withheld from the Summary Care Record

If you **DO NOT** want a Summary Care Record please fill out the form and send it to your GP practice (completed forms must be returned to your GP practice. Forms sent anywhere other than your GP practice will not be actioned).

Please complete in **BLOCK CAPITALS**

Title..... Surname / Family name.....

Forename(s) .....

Address .....

Postcode ..... Phone No ..... Date of birth ...../...../.....

NHS number (if known)..... Signature .....

If you are filling out this form on behalf of another person or child, their GP practice will consider this request.

Your name .....Your signature .....

Relationship to patient ..... Date .....

#### What does it mean if I DO NOT have

##### a Summary Care Record?

NHS healthcare staff caring for you may not be aware of your current medications, allergies you suffer from and any bad reactions to medicines you have had, in order to treat you safely in an emergency.

Your records will stay as they are now with information being shared by letter, email, fax or phone only where required for your care.

If you have any questions, or if you want to discuss your choices, please:

- phone the Summary Care Record Information Line on 0300 123 3020;
- contact your local Patient Advice Liaison Service (PALS); or
- contact your GP practice.

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If you would like this information in an alternative format or you need help communicating with us, please let us know

FOR SURGERY USE ONLY

READCODED by practice

Yes/No

Initials .....

Date.....

### Opt-out form for Record Sharing with other SystmOne Health Care Providers

Arden Medical Centre uses the TPP Systmone medical system. Many other health care services also use Systmone, for example some community services such as podiatry, physiotherapy and a few out of hours providers.

It may therefore be possible, for a health care professional using Systmone (where you have agreed with them) to view your GP record and view all your medical information saved at Arden Medical Centre.

Due to the very personal nature of information contained in patients' GP medical records, Arden Medical Centre's policy is to mark **all information saved at Arden Medical Centre** so that it **can only be viewed** by Arden Medical Centre staff, unless you tell us to the contrary (or unless you are in an emergency situation).

It is also important that Arden Medical Centre has access to all your medical information input at other services where you have agreed with that organisation that the data is shareable.

Therefore it is Arden Medical Centre's policy to mark your record so that all **data entered at other organisations** (who use Systmone), where you have agreed to make the data sharable, **can be viewed** by Arden Medical Centre staff.

***If you would like Arden Medical Centre to mark your record differently, please read the following two statements and tick as appropriate.***

☐

I would like to consent to the sharing of all data recorded at Arden Medical Centre with any other organisation that may care for me (that uses Systmone).

☐

I do not want Arden Medical Centre to view data that is recorded at other care services that may care for me (that use Systmone), where I have already agreed to make the data shareable.

**You do not need to tick these two statements if you are happy with Arden Medical Centre's default position described above.**

Full Name:

Signature:

Date of birth:

Date:

**For office use only:**

**SCAN INTO RECORDS WHEN COMPLETED**

Date form received at practice:

Actioned by:

Sharing data template completed

If you would like this information in an alternative format or you need help communicating with us, please let us know

## Patient care.data opt-out form

### Sharing your personal healthcare information (care.data)

You have the right to prevent confidential information about you from being shared or used for any purpose other than providing your care, except in special circumstances.

**Patient Name:** .....

**Patient Date of Birth:** .....

**Patient Preferred Contact Number:** .....

**I confirm I have read the leaflet regarding care.data and wish to opt out of the following:**

#### 1) Sharing of information held by your GP

I **do not want** my healthcare information to be shared (outside my GP practice) with the HSCIC (Health & Social care Information Centre).

**Please tick here** ☐

#### 2) Information held by HSCIC (Health & Social Care Information Centre).

I **do not want** my healthcare information held by HSCIC from other healthcare providers (e.g. hospitals and community services) to be shared.

**Please tick here** ☐

*This will prevent my confidential information being used other than where necessary by law (e.g. in a public health emergency)*

**Patient Signature:** .....

**Date:** .....

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For office use only:

SCAN INTO RECORDS WHEN COMPLETED

Date form received at practice:

Actioned by:

Read codes added (circle codes):

XaZ89 - Dissent from GP PCD data leaving the practice

XaaVL - Dissent from PCD data gathered by any health & social care setting leaving the HSCIC

If you would like this information in an alternative format or you need help communicating with us, please let us know

## Arden Medical Centre

*'Dedicated to providing a comprehensive, caring and patient-centred service'*

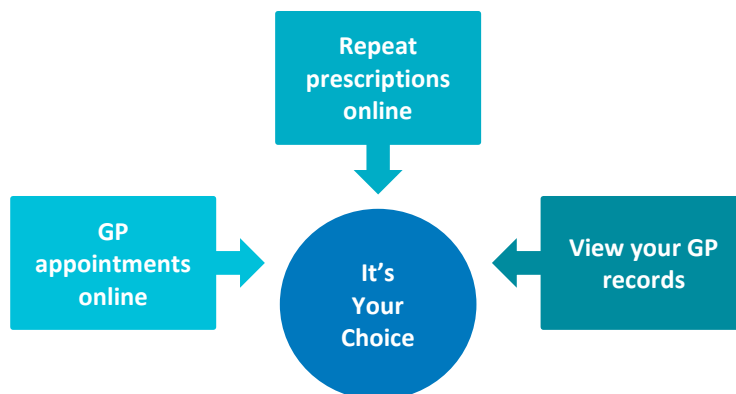
### Online Services Records Access Patient information leaflet 'It's your choice'

If you wish to, you can now use the internet to book appointments with a GP, request repeat prescriptions for any medications you take regularly and look at your medical record online. You can also still use the telephone or call in to the surgery for any of these services as well. 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 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.

You will be given login details, so you will need to think of 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. This is rarely necessary but may be the best option if you do not use them responsibly or if there is evidence that access may be harmful to you. This may occur if someone else is forcing you to give them access to your record or if the record may contain something that may be upsetting or harmful to you. The practice will explain the reason for withdrawing access to you and will re-instate access as quickly as possible.



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 they 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 information that you can see online may be misleading if you rely on it alone to complete insurance, employment or legal reports or forms.

Be careful that nobody can see your records on screen when you are using Patient Online and be especially careful if you use a public computer to shut down the browser and switch off the computer after you have finished.

If you would like this information in an alternative format or you need help communicating with us, please let us know

## 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. This may occur before you have spoken to your doctor or while the surgery is closed and you cannot contact them. If this happens please contact your surgery as soon as possible. The practice may set your record so that certain details are not displayed online. For example, they may do this with test results that you might find worrying until they have had an opportunity to discuss the information with you.

#### 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. If it would be helpful to you, you can ask the practice to provide another set of login details to your Online services for another person to act on your behalf. They would be able to book appointments or order repeat prescriptions. They may be able to see your record to help with your healthcare if you wish. Tell your practice what access you would like them to have.

#### 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>

If you would like this information in an alternative format or you need help communicating with us, please let us know

## Application for online access

**Identification is required to process this application. Please bring photo ID to reception with this form to obtain your online access**

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	<input type="checkbox"/>
2. Requesting repeat prescriptions	<input type="checkbox"/>
3. Accessing my Summary Care Record	<input type="checkbox"/>
4. Accessing my medical record (only available for patients over 18yrs)	<input type="checkbox"/>

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	<input type="checkbox"/>
2. I will be responsible for the security of the information that I see or download	<input type="checkbox"/>
3. If I choose to share my information with anyone else, this is at my own risk	<input type="checkbox"/>
4. If I suspect that my account has been accessed by someone without my agreement, I will contact the practice as soon as possible	<input type="checkbox"/>
5. If I see information in my record that is not about me or is inaccurate, I will contact the practice as soon as possible	<input type="checkbox"/>
6. 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.	<input type="checkbox"/>

Signature	Date
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### For practice use only

Patient NHS number			
Identity verified by (initials)	Date	Method	Vouching <input type="checkbox"/> Vouching with information in record <input type="checkbox"/> Photo ID <input type="checkbox"/>
Authorised by		Date	
Date account created & passphrase given			
Level of record access enabled Booking appointments <input type="checkbox"/> Repeat prescriptions <input type="checkbox"/> Summary Care Record <input type="checkbox"/> Accessing detailed coded record <input type="checkbox"/>		Notes / explanation	

*Please put completed form for scanning (non-workflow)*

If you would like this information in an alternative format or you need help communicating with us,  
please let us know