**TROWBRIDGE HEALTH CENTRE**

**Child Under 11 Parental Proxy Access To Online Services.**

**This form needs to be brought to reception in person by the parent/carer with suitable ID, and proof of parental responsibility (e.g. Birth Certificate).**

* This form should only be used to arrange access to a child **under the age of 11** years online medical record.
* Please Note: Online access will automatically end when this child reaches the age of 11 years old. Please see our practice website (online services) for further information.

|  |  |
| --- | --- |
| Surname | Date of birth |
| Forename(s) |
| Address + Postcode   |

**Please indicate which services you wish to be accessed.**

|  |
| --- |
| ***Please tick all that apply*** |
| [ ]  View & book appointments |
| [ ]  View & request medication |
| [ ]  Complete online clinical forms and clinical questionnaires[ ]  Access Summary Care Record[ ]  Access coded medical record *(contains any medical codes that have been recorded)* |
| [ ]  \*Access full medical record *(contains medical codes* ***and*** *any free text that has been recorded) (\*Access to your Full Medical Records will be from 1st February 2023 or the date you registered with Trowbridge Health Centre if later than that date).* |

|  |
| --- |
| I confirm that I have read all the information on page 3 & I have parental responsibility for this child.  |
| Name | Signature  |

Please turn over to complete page 2

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Please provide details below of the Parent(s) /Carer(s) who are to be given online access to the child named on page 1.

|  |  |
| --- | --- |
| Surname | Surname |
| Forename(s) | Forename(s) |
| Date of birth | Date of birth |
| AddressPostcode  | Address Postcode |
| Email Address | Email Address |
| Home Telephone Number | Home Telephone Number |
| Mobile Number | Mobile Number |
| Your relationship to the child on page 1 | Your relationship to the child on page 1 |
| Are **you** registered at Trowbridge Health Centre –  🞏Yes 🞏No | Are **you** registered at Trowbridge Health Centre - 🞏Yes 🞏No |
| **Signature** | **Signature** |
| Date | Date |

|  |  |
| --- | --- |
| I/we have read and understood the information provided on page 3 of this form and agree that I 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 practice as soon as possible. I will treat any information which is not about the patient as being strictly confidential | 🞏 |

For Practice use only

|  |  |
| --- | --- |
| Proxy access authorised by  | Date |
| Date account created  |
| Date passphrase sent  |
| Level of record access enabled.  Appointments 🞏 Prescriptions 🞏Full Medical record 🞏 | Notes / comments on proxy access |

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**Access to GP Online Services**

**Important Information – Please read before completing form.**

It will be your responsibility to keep your login details and password safe and secure. If you know or suspect that this record has been accessed by someone that you have not agreed should see it, then you should change your password immediately. If you are unable to 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 this 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.

During the working day it is sometimes necessary for practice staff to input into your record, for example, to attach a document that has been received, or update your information. Therefore you will notice admin/reception staff names alongside some of your medical information – this is quite normal.

The definition of a full medical record is all the information that is held in a patient’s record; this includes letters, documents, and any free text which has been added by practice staff, usually the GP. The coded record is all the information that is in the record in coded form, such as diagnoses, signs and symptoms (such as coughing, headache etc.) but excludes letters, documents and free text.

Before you apply for online access to this 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.

|  |
| --- |
| **Forgotten history** There may be something you have forgotten about in this 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 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 this 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 this child or notice any other errors, please log out of the system immediately and contact the practice as soon as possible. |

For further information, please see:

[www.nhs.uk/NHSEngland/AboutNHSservices/doctors/Pages/gp-online-services.aspx](http://www.nhs.uk/NHSEngland/AboutNHSservices/doctors/Pages/gp-online-services.aspx)