# Richmond CCG col v1

**Application Form for Online Access**

**\*\* Access to Appointments and Prescriptions ONLY \*\***

*If you wish to have access to your medical record then you must complete the separate registration form*

|  |  |  |  |
| --- | --- | --- | --- |
| 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):*

|  |  |  |
| --- | --- | --- |
| Booking appointments | |  |
| Requesting repeat prescriptions | |  |
| **I wish to access appointments and prescriptions online and understand and agree with each statement below (tick)** | | |
| 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 | |  |
| I will contact the practice 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 practice as soon as possible | |  |
| **Signature** | **Date** | |

For practice use only

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Identity verified and password created by | | Date | | Photo ID and proof of residence  Vouching |
| Level of Access Enabled (tick) | | | | |
| Appointment Booking |  | |
| Prescription ordering |  | |
| Access authorised by  Date | | |
|
|

RCCG 08/02/2016

**Patient Online 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 for anyone that doesn’t use them responsibly.** | **Repeat prescriptions online**  **GP appointments** **online**  **View your GP records**  **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.** |