

Walderslade Surgery

High Croft · Hoyland · Barnsley · S74 9AF

EMIS Online Patient Access Registration Form

Surname	Date of birth
First name	(Proof of identity required)
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 medical record (coded information only) * Before selecting this option please read the information overleaf. The application process will take up to 14 days.	<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 and the terms and conditions of use overleaf.	<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. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement.	<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"/>

Signature	Date
-----------	------

For practice use only

Patient NHS number		Practice computer ID number	
Identity verified by (initials)	Date	Method Vouching <input type="checkbox"/> Vouching with information in record <input type="checkbox"/> Photo ID and proof of residence <input type="checkbox"/>	
Authorised by			Date
Date account created		Read code added	912P <input type="checkbox"/>
Notes / explanation			

Walderslade Surgery Online Access to Medical Records

The facility for patients to view online, export or print detailed **coded*** information held in their own records is offered at this practice and available from 30th March 2016.

This practice currently offers the facility for patients:

- to book, view, amend, cancel and print appointments online
- to order online, view and print a list of their repeat prescriptions for drugs, medicines or appliances

Please note what information you will have access to and what this means to you.

- no consultation entries will be visible, only information that is coded
- no documents/attachments will be visible

***Coded information**

Read Codes

Read Codes are a coded thesaurus of clinical terms and have been used in the NHS since 1985. They provide the standard vocabulary by which clinicians can record patient findings and procedures in health and social care IT systems across primary and secondary care e.g. General Practice surgeries and pathology reporting of results.

If you would like to apply for access to your GP records please see a member of the reception team to request an application form.

Walderslade Surgery, Hoyland, Barnsley S74 9AF

Terms and Conditions of Use

1. Registration forms will only be given to patients on an individual basis. Registration for other family members may be requested, and the relevant documentation will be produced and forwarded directly to the patient via the postal system. This does not apply to children aged under 16.
2. Registration and identity verification must be authorised and carried out by a member of the Practice Staff.
3. Patients must provide two forms of identification to confirm their identity. At least one should contain a photo of the individual. Any two of the following documents are acceptable: passport, driving license, or a bank statement.
4. Patients decide their own password and it is their responsibility to keep this secure. If the password is disclosed to another party to book appointments on the patient's behalf, this remains the responsibility of the named patient.
5. As the patient I understand that if I share my access details with anyone else, I am at risk of sharing personal confidential information.
6. If a patient thinks they may be pressured into revealing details from their patient record to someone else against their will, it is best not to register for access at this time.
7. Patients are asked to use the on-line booking system sensibly and with consideration for others needing appointments. Only two appointments may be booked at one time.
8. Please remember to cancel appointments with reasonable notice, so that they can be offered to others. Patients who repeatedly cancel appointments, without reasonable notice and without good reason, will have their access stopped.
9. Patients wanting access to their medical record and test results should be aware that they may see something that they may find upsetting. This may occur before they have spoken to a doctor or while the surgery is closed.
10. Patients are asked if they spot something in their record that is not about them or any other errors; they should log out of the system immediately and contact the practice as soon as possible.
11. The practice will monitor usage of the system. If a patient is found to be abusing this practice policy, registration will be cancelled and the patient informed of the reason why.
12. Doctors Wastling & Partners do not have control of the Emis Access site/patient.co.uk website and will not accept responsibility for any operational problems with that site. We are happy to pass on to Emis any problems experienced on the site.
13. In the event of operational problems with the Emis Access site, please contact the Practice by phone or in person to book an appointment. If you require a prescription you will have to drop in a medication request form or the right hand side of your last prescription.
14. Patients will be expected to give **48 working hours** notice for the processing of repeat prescriptions.

Please ensure you have read and understood the Terms and Conditions of the EMIS Online Patient Access service before completing the registration form overleaf.