# Consent to proxy access to GP online services

**Note**: If an adult patient doesn’t have capacity to consent to grant proxy access and proxy access is considered by the practice to be in the patient’s best interest, the form may be signed by the patient’s GP.

**SECTION 1 ADULT RECORDS**

I, (name of patient), give permission to Gold Street Surgery

to give (name[s]) ……………………………………………………………………………………….

proxy access to online services as indicated below.

|  |  |
| --- | --- |
| Booking appointments |  |
| Requesting repeat prescriptions |  |
| Access to parts of my medical record as currently available |  |

I reserve the right to reverse any decision I make in granting proxy access at any time. I understand the risks of allowing someone else to have access to my health records. I have read and understand the information provided by the practice

|  |  |
| --- | --- |
| Signature of patient or GP | Date |

I (name of representative) wish to have

online access to the services ticked above for (name of patient)………………………………………

I understand my responsibility for safeguarding sensitive medical information, and understand and agree with each of the following statements (please tick each to agree:

|  |  |  |
| --- | --- | --- |
| I have read and understood the information provided by the practice and agree that I will treat all patient information as strictly confidential | |  |
| I will be responsible for the security of the information that I see or download | |  |
| I will contact the practice as soon as possible if I suspect that the account has been accessed by someone without the agreement of the patient | |  |
| If I see information in the record that is not about the patient, or is inaccurate, I will contact the practice as soon as possible. I will treat any information which is not about the patient as being strictly confidential | |  |
| Signature of representative | Date | |

**SECTION 2 CHILDRENS’ RECORDS**

General Medical Council advice is that young people with capacity have the legal right to access their own health records and can allow or prevent access by others, including their parents.  In Scotland, for example, anyone aged 12 or over is legally presumed to have such capacity. A child might of course achieve capacity earlier or later and in England, a specific age is not defined. In any event children should usually be able to access their own health records if they wish but they should not be given access to information that would cause them serious harm or to any information about another person without the other person’s consent.

Parents may have access to their child’s medical records if the child or young person consents, or lacks capacity, and it does not go against the child’s best interests. If the records contain information given by the child or young person in confidence, the information should not normally be disclosed without their consent.

Divorce or separation does not normally affect parental responsibility and you should allow both parents reasonable access to their children's health records.

**The Patient** (The person whose online records are to be accessed)

|  |  |
| --- | --- |
| Surname | Date of birth |
| First name (s) | |
| Address  Postcode | |
| Email address | |
| Telephone number | Mobile number |

**The representative** (The person seeking proxy access to the patient’s online services)

**The representative must produce their proof of photo ID and if registering on behalf of a child must produce their child’s birth certificate or red child health book.**

|  |
| --- |
| Surname |
| First name |
| Date of birth |
| Address  Postcode |
| Email |
| Telephone |
| Mobile |

# For practice use only

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Patient’s NHS number | | Patient’s Emis ID number | | |
| Identity verified by (initials) | Date | Photo ID and proof of residence   Vouching with non-photo ID   Vouching with information in record  | | |
| Proxy access authorised by  (initials) | | | | Date |
| Date account created | | | | |
| Date passphrase sent | | | | |
| Level of record access enabled  Appointments, prescription & summary   Detailed coded record  | | | Notes / comments on proxy access | |