

## Patient Online Registration Form Third Party - including parents/guardians of those children aged 13 & over. Access to GP online services

Due to safeguarding regulations under 18's are unable to apply for this service.

By signing up to SystmOnline you can book appointments with a doctor, request repeat prescriptions for any medications you take regularly and look at your medical record online. 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; the decision will not affect the quality of your care.

You will be given login details via email and will need to re-set your password the first time you log in so 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 allow a third party (family member/carer) to have access also.

More details on Online Access including Third Party User access can be obtained from our website or from our reception.

## The Practice has the right to remove online access to services for anyone that doesn't use them responsibly.

Dr Mr Mrs Miss	Patient's Surname													
Ms Other	Patient's First names													
Date of Birth /	Patient's Address													
						Post	cod	е						
Phone Number			Mobile Number											
Name of patients representative to have third party access														
Email Address														
I wish to have access to the following online services, which will only be available within the UK, in respect of the above named patient. Please tick all that apply.												, in		
Booking appointments														
Requesting repeat prescriptions														
Accessing the medical records														

## Application for online access to their medical record

below. Please tick.						
I will be responsi  If I choose to sha  I will contact the accessed by some  If I see information out immediately	Inderstood all information or ble for the security of the info re the information with anyo Practice as soon as possible eone without my agreement on in my record that is not ab and contact the Practice as s se services are only available	ormation that I s ne elee, this is at if I suspect that t out the patient, oon as possible.	: my o	own risk. ccount ha	as been	
Representative's signature to have third party access		Date				
Signature of Patient		Date				

I wish to access his/her medical record online and understand and agree with each statement

## **Online Services Terms and Conditions**

- Applications are "one per patient". Acceptance of one member of a family does not imply acceptance of other / further family members.
- Applications for online access will not be considered for patients who are under the age of 18.
- Where access is granted passwords will only be released direct to the patient and not to a parent (in relation to patients over 13 years) or other third party.
- Where access is refused this will be in writing. A reason will only be given at the discretion of the Partners.
- Patients with a history of non-attendance at pre-booked appointments (without cancelling) will
  not normally be granted access to on-line appointment booking, however the remainder of the
  facilities will be considered.
- Appointments booked online should be cancelled by the patient as soon as it is determined that it is no longer required.
- The Practice will not allow misuse of the online system and will monitor usage by individual patients. Where it is considered that a patient is misusing the system or is acting in a way detrimental to the availability of the appointment system, or other facilities, a warning letter will be issued. Where the situation does not improve, or recurs, access will be removed permanently and without further notice, at the discretion of the Partners.
- Repeat prescriptions may only be ordered where these appear on the repeat list, which is provide to patients on the tear-off portion of the last prescription issued. The request must match the repeat list exactly and must be due. Other items ordered or requested using this facility will not be actioned, and no contact will be made with the patient. Prescriptions ordered outside this guideline must be via reception staff.
- Approved access requests will be notified along with access instructions and a copy of these Terms and Conditions.