# The Muswell Hill Practice

**Consent to proxy access to GP online services**

**Section 1: The patient**

(This is the person whose records are being accessed)

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

If aged 11 or over, please sign to confirm you give permission for the people in section 2 to have access to your records as indicated below in section 3.

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.

|  |  |
| --- | --- |
| Signature of patient | Date |

**Section 2: The representatives**

(These are the people seeking proxy access to the patient’s records)

|  |  |
| --- | --- |
| Surname | Surname |
| First name | First name |
| Date of birth | Date of birth |
| Address  Postcode | Address (tick if both same address 🞏)  Postcode |
| Email (write clearly) | Email (write clearly) |
| Telephone | Telephone |
| Mobile | Mobile |

I/we understand my/our responsibility for safeguarding sensitive medical information and I/we understand and agree with each of the following statements:

|  |  |
| --- | --- |
| 1. I/we will treat the patient information as confidential | 🞏 |
| 1. I/we will be responsible for the security of the information that I/we see or download | 🞏 |
| 1. 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 | 🞏 |
| 1. 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 | 🞏 |

|  |  |
| --- | --- |
| Signature/s of representative/s | Date/s |

**Section 3: What access you would like to see online**

|  |  |
| --- | --- |
| Online appointments booking | 🞏 |
| Online prescription management | 🞏 |
| Allergies and medication | 🞏 |
| Immunisations | 🞏 |

**For practice use only**

|  |  |  |  |
| --- | --- | --- | --- |
| The patient’s EMIS number | |  | |
| Identity verified by  (initials) | Date | Method of verification  Vouching 🞏  Vouching with information in record 🞏  Photo ID and proof of residence 🞏 | |
| Proxy access authorised by | | | Date |