

**SWANSCOMBE & BEAN PARTNERSHIP**  
**Application for Online Access**

**ID WILL BE NEEDED PLEASE**  
**(passport, driving licence, utility bill)**

Surname:	Date of Birth:
First Name:	
Address:	
Postcode:	
Preferred email address: [not shared]	
Telephone Number:	Mobile number:

I wish to have access to the following online services [please tick all that apply]: Tick

1. Booking appointments	<input type="checkbox"/>
2. Requesting repeat prescriptions	<input type="checkbox"/>
3. Requesting acute prescriptions	<input type="checkbox"/>
4. Accessing my Online Summary [Medications and Allergies] #93440]	<input type="checkbox"/>
5. [England only] Accessing my Detailed Coded Medical Record	<input type="checkbox"/>

I wish to use Online Services. Please read each statement carefully and tick before signing. Tick

1. I have read and understood the information leaflet provided by the practice	<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"/>

I understand and agree with all of the above statements

Signature:	Date:
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For practise use only Tick

Patient NHS number:	Vision ID number:	
Identity verified by: [initials]	Date:	Method:  Vouching: Vouching with information in record: Photo ID and proof of address:
Authorised by: [ #91B ]	Date:	
Date account created:		
Date registration letter/token sent:		
Level of access enabled:		

## **This practice is now offering online services.**

You can now book appointments, order repeat prescriptions and see some of the information in your GP records, including medications and allergies online.

The surgery has a responsibility to look after your GP records. You must also take care online and make sure your personal information is not seen by anyone who should not see it.

### **Keeping your username and password safe**

When you register to use Online Services, you will create your own username and password, which you will use to log in. You should not share your log in details with others.

To protect your information from other people:

- You should keep your password secret and it is best not to write it down. If you must write it down, keep a *reminder* of the password, not the password itself. This should be kept in a secure place.
- If you think someone has seen your password, you should change it as soon as possible. You may want to call the surgery if you are not able to change it right away, for example, when you do not have access to the internet.
- You should not share your user name or password. No one should force you to show them your log in details, you have the right to say no. If someone forces you, tell the surgery as soon as possible.

### **Using a shared computer.**

You need to take extra care when using a shared computer to look at your records online. This could be at the library, at work, at university or at home. To protect your personal information from others when using a shared computer.

You should:

- Look around to see if other people can see what is on the computer screen. Remember, your records contain your personal information.
- Keep your username and password secret. Just like your bank account PIN you would not want others to know how to get into your records.
- Make sure you log out when you finish looking at your records so that no one else can see your personal information or change your password without your knowledge.

### **Incorrect information in your records**

On rare occasions information in your records might be incorrect.

- If you find any incorrect information you should let the surgery know as soon as possible.
- If you see information about anyone else in your records, log out immediately and let the surgery know as soon as possible.

**PATIENT UNDER THE AGE OF 16 CANNOT HAVE THEIR OWN ACCOUNT.**

**PATIENTS OVER THE AGE OF 16 MUST HAVE THEIR OWN PERSONAL EMAIL ACCOUNT WHICH CANNOT BE SHARED**