



On-line Accelerated Access to your current GP medical records

Medical records hold information about you. They are also sometimes called health records.

You'll have separate records for any NHS service you go to including your GP surgery, hospital, dentist or opticians.

How to get your record depends on which record it is?

How to get On-line Accelerated Access GP record?

Your GP record includes information like any conditions or allergies you have and any medicine you're taking.

Please complete this form If you wish to obtain On-line Accelerated access to your GP records. Your request will be reviewed by a member of our team and if obtainable, access to your records will be available within 10 working days of completion of this document. Patients will be given access to more information from their GP record from 11th October 2023 onwards via their NHS account. This includes letters, test results and appointment notes. Accelerated access to medical records will be Prospective from 11th October 2023 onwards and only from your current GP practice records. If you decide to change your GP practice, you will only have on-line access to the medical records held within your current medical records and only from your date of registration. Prospective records from your previous GP will not be accessible via your NHS Account.

Having an NHS account allows you to use the NHS App or NHS website to access your NHS services.

To have an NHS account you must be:

- aged 13 or over
- registered with an NHS GP surgery in England or the Isle of Man

You'll need to contact your GP surgery and request access to GP online services before you can set up your NHS account.



There are 3 main ways to get your GP record.

Using your NHS account

1. You can get your GP record by logging into your account using the NHS app or NHS website.
2. First, you need to register for online services and prove who you are. You can do this when you create an account.
3. You'll need to ask your GP surgery for 'online access' to your record, or you'll only see your medicines and allergies.

Get your GP record using your NHS account

- [Log in](#)
- [Create an account](#)

Using other online services or apps

You might be able to use other [GP online services and apps](#) to get your GP record.

First, you need to register for online services and prove who you are.

You'll need to ask your GP surgery for online access to your full record, or you'll only see your medicines and allergies once this registration is completed

Some services and apps are only available in certain areas. Ask your GP surgery which one you can use.

Contact the online service or app you're using, or your GP surgery, if you have any difficulties.



Once you have set-up an NHS account and obtained online access, you may complete this form to obtain **Full Access** to your medical records. However, before you apply for online access to your records, there are some other things to consider.

Although the chances of any of these things happening are very small, you will be asked that you have read and understood the following before you are given log-in details:

Things to consider:

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| <p>Forgotten History: There may be something you have forgotten about in your records that you may find upsetting.</p> |
| <p>Abnormal results or bad news: If your GP has given you access to test results, or letter. You may see something that you find upsetting. This may occur before you have spoken to your doctor or while the surgery is closed and you cannot contact them.</p> |
| <p>Records for clinical use: You will be reviewing records that have been written by a clinician with abbreviations and codes. Healthcare staff sometimes use the same abbreviations to mean different things. Please see link below for abbreviations you may find in your health records. Abbreviations you may find in your health records - NHS account help and support - NHS (www.nhs.uk)</p> |
| <p>Redacted records: Your GP may decide, following a consultation, that it is within the patient best interest for certain information not to be available online. This may include consultations, results or letters.</p> |
| <p>Safeguarded records: Your GP surgery may decide that it remains in the best interest of the patient that on-line access to medical records remain unavailable, even if the patient has requested access. These records remain safeguarded and closed to on-line access.</p> |
| <p>Choosing to share your information with someone: It's up to you whether or not you share your information with others – perhaps family members or carers. It's your choice, but also your responsibility to keep the information safe & secure.</p> |
| <p>Coercion: If you think you may be pressured into revealing details from your patient records to someone else against your will, it is best that you do not register for access at this time.</p> |
| <p>Misunderstood information: Your medical record is designed to be used by clinical professionals to ensure that you receive the best possible care. Some of the information within your medical records may be highly technical, written by specialists and not easily understood. If you require further clarification, please contact the surgery for a clearer explanation.</p> |
| <p>Information about someone else: If you spot something in your records that is not about you or you notice any other errors, please log-out of the system immediately & contact the practice as soon as possible.</p> |

For more information about keeping your healthcare records safe, and secure, you will find a helpful leaflet produced by the NHS in conjunction with the British Computer Society:

Keeping your online health & social care records safe and secure
<http://www.nhs.uk/nhsengland/thenhs/records/healthrecords/documents/patientguidancesummarya4.pdf>

St Peter's Medical Centre
On-line **Accelerated Access** to **Full Medical** records application



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On-line **Accelerated Access to Full Medical** records application



Application for online access to my Medical Records

| | | | |
|---------------|--|---------------|--|
| Surname | | Date of Birth | |
| First Name | | | |
| Address | | NHS Number | |
| | | Postcode | |
| Email Address | | | |
| Home Phone | | Mobile | |

| | |
|---|---|
| I wish to have full access to my medical records | Sign below stating that you fully understand this aspect of accessibility |
| This includes letters, test results and appointment notes. Access to medical records will be Prospective from 11 th October 2023 and understand that should I change my GP practice, only the records from the GP practice that I am registered with will be available to me | |

I wish to access my medical records online & understand & agree with each statement (tick)

| | |
|---|-------|
| I have read & understand the information leaflet provided by the practice | |
| I will be responsible for the security of the information that I see or download | |
| If I choose to share my information with anyone else, that is at my own risk | |
| I will contact the practice as soon as possible, if I suspect that my account has been accessed by someone without my agreement | |
| If I see information in my records that is not about me or is inaccurate, I will contact the practice as soon as possible. | |
| Signature: | Date: |

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|---|---|--|--------------------|
| For Practice Reception Use Only | | | |
| Patient NHS number | | Practice computer ID number | |
| Identity verified by (<i>initials</i>) | Date | Photo ID & proof of residence (<i>document seen</i>) | |
| For Practice Administration verification Use Only | | | |
| Authorised by | | Date | |
| Date account created | | Confirmation text sent to patient | |
| Level of record on-line access enabled | | | Notes/explanations |
| Prospective from 11/10/23: _____ Prospective from date of registration: _____ | | | |
| Redacted access: _____ Safeguarded or no access: _____ | | | |
| Code for access as follows: | 'Enhanced review not indicated before granting access to own health records' | | |

St Peter's Medical Centre
On-line **Accelerated Access** to **Full Medical** records application

