**CHORLEYWOOD HEALTH CENTRE**

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

**Note**: If the patient does not have capacity to consent to grant proxy access and proxy access is considered by the practice to be in the patient’s best interest section 1 of this form may be omitted.

Section 1

**I,…………………………………………………..** (name of patient), give permission to Chorleywood Health Centre to give the following people ………………………………………………………………..……………………………… proxy access to the online services as indicated below.

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 leaflet provided by the practice.

|  |  |
| --- | --- |
| Signature of Patient | Date |

Section 2

|  |  |
| --- | --- |
| Online appointments booking | 🞎 |
| Online prescription management | 🞎 |
| Accessing the medical record for: (name of patient) | 🞎 |

Section 3

I/ we ………………………………………………………………………………………………………… (names of representatives) wish to have access to the services ticked in the box above in section 2 for………………………………………………………………………………..(name of patient)

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

|  |  |
| --- | --- |
| I have read and understood the information leaflet provided by the practice and agree that I will treat the patient information as 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/s of Representative/s | Date |

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

|  |  |  |
| --- | --- | --- |
| Surname | | Date of Birth |
| First Name | | |
| 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 their child’s birth certificate or red child health book.**

|  |  |  |
| --- | --- | --- |
| Surname | | Date of Birth |
| First Name | | |
| Address  Postcode | | |
| Email address | | |
| Telephone number | Mobile number | |

**For practice use only**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Patient’s NHS Number | | Patient’s EMIS ID number | | |
| First Name | | | | |
| Identity Verified  (initials) | Date | | Photo ID and proof of residence 🞎  Vouching with non-photo ID 🞎  Vouching with information in record 🞎 | |
| Proxy Access authorised by: Date | | | | |
| Date Account Created | | | | |
| Level of record access enabled 🞎  Appointments, prescription & summary 🞎  Detail coded record 🞎 | | | | Notes / comments on proxy access |

**Information Leaflet**

**Proxy Access**

This is where someone is given access another person’s medical record. For example:

* A parent or guardian who has legal responsibility for a patient under 11
* A parent or guardian where a patient aged 11 or over has given permission
* A parent or guardian who has legal responsibility for a patient between 11 and 16 where GP has assessed that the patient is not capable of making their own decisions re medical health
* A carer for a patient over the age of 16 – we would need a letter from the patient giving them permission

The proxy does not have to be a registered patient at the practice, but must be registered for online services on the GP system and always use their own login credentials.

To be given proxy access, a patient’s representative must have the informed consent of the patient or, in cases where the patient does not have capacity to consent, the GP has decided that it is in the best interests of the patient for them to have proxy access.

Patients aged 16 or above are assumed to have the capacity to consent unless there is an indication that they are not. Young patients between the ages of 11 and 16 who are judged as having capacity to consent by their GP may also consent to give proxy access to someone else.

Legitimate reasons for the practice to authorise proxy access without the patient's consent include:

* The patient has been assessed as lacking capacity to make a decision on granting proxy access and
  + the applicant has a lasting power of attorney for health and welfare registered with the Office of the Public Guardian,
  + the applicant is acting as a Court Appointed Deputy on behalf of the patient, or
  + the GP considers it to be in the patient’s interest in accordance with the Mental Capacity Act 2005 code of practice.
* The patient is a child who has been assessed as not competent to make a decision on granting proxy access

The practice may refuse or withdraw proxy access, if they judge that it is in the patient’s best interests to do so.

On a child’s 11th birthday, the scope of the current proxy access will be restricted, unless the GP has already assessed the child as able to make an informed decision and the child has given explicit consent for their record to be shared. This is a national standard imposed by NHS England to protect the confidentiality rights of young people. We will send a letter to the child and to their parent/legal guardian on their 11th birthday to inform them of this change.

From 11-16, a parent with proxy access will be able to manage certain elements of the young person’s record, such as demographic data, and make appointments and order repeat prescriptions, but they will not be able to see the young person’s past appointments or clinical record, although they would still be able to see the current repeat prescription record

At the child’s 16th birthday the remaining proxy access will be switched off, except where the young person is competent and has given explicit consent to the parental access. Again, we will send letters to the child and their parent/legal guardian to explain that all proxy access has now been switched off. If the child wants proxy access re-instated, they will need to come to the surgery in person, with proof of ID, to request it.

Parents may continue to be allowed proxy access to their child’s online services, after careful discussion with the GP, if it is felt to be in the child’s best interests.

**Background information**

In UK law, a person's 18th birthday draws the line between childhood and adulthood (Children Act 1989 s105) - so in health care matters, an 18 year old enjoys as much autonomy as any other adult.

To a more limited extent, 16 and 17 year-olds can also take medical decisions independently of their parents. The right of younger children to provide independent consent is proportionate to their competence - a child's age alone is clearly an unreliable predictor of his or her competence to make decisions.

**Gillick competence**

The 'Gillick Test' helps clinicians to identify children aged under 16 who have the legal capacity to consent to medical examination and treatment. They must be able to demonstrate sufficient maturity and intelligence to understand the nature and implications of the proposed treatment, including the risks and alternative courses of actions.

In 1983, a judgment in the High Court laid down criteria for establishing whether a child had the capacity to provide valid consent to treatment in specified circumstances, irrespective of their age. Two years later, these criteria were approved in the House of Lords and became widely acknowledged as the Gillick test. The Gillick Test was named after a mother who had challenged health service guidance that would have allowed her daughters aged under 16 to receive confidential contraceptive advice without her knowledge.

**Fraser guidelines**

As one of the Law Lords responsible for the Gillick judgment, Lord Fraser specifically addressed the dilemma of providing contraceptive advice to girls without the knowledge of their parents. He was particularly concerned with the welfare of girls who would not abstain from intercourse whether they were given contraception or not. The summary of his judgment referring to the provision of contraceptive advice was presented as the 'Fraser guidelines'. Fraser guidelines are narrower than Gillick competencies and relate specifically contraception.

|  |
| --- |
| **\*\*What you need to know about your GP online records**  You are now able to book and cancel appointments at your GP surgery and order repeat prescriptions online. You can already see some of the information in your GP online records, including your medications and allergies. From April 2016, you are able to see even more such as illnesses, immunisations and test results. |
| You are able to view your GP records on a computer, a tablet or a smartphone, using a website or an app. If you would like to start using online services, see the Getting Started with GP Online Services guide for more information. Information on how to get started is also available online at www.nhs.uk/patientonline or from your surgery or on their website. |

**What’s in it for you?**

You can look at your records whenever you choose to, without needing to print them. Online records are up to date and more secure than a printed paper record which could get lost or seen by others.

People who have long term conditions, for example diabetes, hypertension or coronary heart disease, have found that looking at their test results online helps them make positive changes to improve their health. They can see if their condition is improving or getting worse by looking at past test results. Adam, a patient at University Health Centre said ‘Record access is useful for those, like me, who need to have more regular contact with their GP’.

You can look at your medical records before your appointment to see if there is anything you need to discuss with your doctor or nurse. This could be your test results, illnesses you have had in the past or any new information added to your records. This would help you discuss any concerns you may have and help you benefit more from your appointment.

One of the most useful things patients have found is that you can make sure your medical information is accurate. For example, you will be able to let your doctor know if you have an allergy to a medicine and it is not recorded.

Before you go on holiday, you can check if your vaccinations are up to date without having to go to your surgery.

**Understanding your records**

Your records are written to help medical people look after you and so in some cases, you may not understand everything you see. If you find anything difficult to understand, as well as talking to your doctor or nurse, you can go to the NHS Choices website by using this link www.nhs.uk. NHS Choices is the NHS website for patients so you can look for information on illnesses, improving health and to find NHS services in your local area.

Other websites frequently used to search for information on illnesses and test results are Patient – www.patient.info and Lab Test Online UK – www.labtestsonline.org.uk. Although these are not owned or checked by the NHS, other patients have found them useful.

**A few things to think about**

There are a few things you need to think about before registering for online records. On very rare occasions your GP may not think it in your best interest for you to look at your GP records online. If this happens, your GP will discuss their reasons with you. It is up to your GP to decide if you should be allowed access to your online records.

You may see your test results before your doctor has spoken to you about them. This may be when you cannot contact your surgery, or when your surgery is closed. This means you will need to wait until an appointment is available to talk to your doctor.

Information in your medical records might need correcting. If you find something you think is not correct, you should contact your surgery. The staff will be able to answer your questions and set things right when needed. Please bear in mind that you cannot change the record yourself.

There may be information in your medical records that you did not know was there or that you had forgotten about, such as an illness or an upsetting incident. If you see anything you did not know about that worries you, please speak to your surgery and they will discuss this with you.

If you see someone else’s information in your record, please log out immediately and let your surgery know as soon as possible.

If you have questions about any of the above points, please talk to your surgery and they will be able to advise you further.