



Helix Medical Centre

Herts & Essex Hospital, Cavell Drive, Haymeads Lane
Bishops Stortford, Hertfordshire, CM23 5JH.
Tel: 01279 594450

Application for Online Access to my Medical Record

Surname:	First name:		
Date of birth:	Email address:		
Address:		Postcode:	
Home Tel:	Mobile:		
I wish to have Detailed Access to parts of my Medical Record via 'Online Services'			<input type="checkbox"/>
I wish to access my Medical Record online and understand and agree with each statement below (tick):			
I have read and understood the information leaflet provided by the Surgery.			<input type="checkbox"/>
I will be responsible for the security of the information that I see or download.			<input type="checkbox"/>
If I choose to share my information with anyone else, this is at my own risk.			<input type="checkbox"/>
I will contact the Surgery as soon as possible if I suspect that my account has been accessed by someone without my agreement.			<input type="checkbox"/>
If I see information in my record that is not about me or is inaccurate, I will contact the Surgery.			<input type="checkbox"/>
I understand the Surgery will inform me of the outcome of my application once this has been assessed by the GP.			<input type="checkbox"/>
Signature:		Date:	
Photographic I.D. is to be provided to the Reception Team at the time of returning your completed application (i.e. Passport / Driving licence)			
For use of Practice Reception only:			
Patient NHS number:		Date application received:	
Identity Verified: Staff Initials (capitals) : Photo I.D. Seen []			
For Completion by Authorising Clinician only:			
Authorising Clinician Signature:		Date:	
Access to Patients Detailed Coded Record: Approved / Declined (please circle)			
If approved-Level of Proxy Access: All coded content authorised: [] or coded content authorised from (date):			
Pass form to Reception management for relevant access to be applied in Sys1 & text or letter confirmation to be sent to patient			Date:
Reception scan form to patient record, then shred			Date: