You will need to understand what your responsibilities are and how to keep your data safe.

**Viewing your medical Record.**

Go to patient.emisaccess.co.uk or download the Patient Access app. Assuming that you have already created your account for online booking, click on the link ‘view medical record’.

**Where is my confidential medical information held whilst I am viewing my online record and who has access to it?**

The information you view on the online system comes from the computer system in your GP practice. Portions of this information are encrypted, this means it is very difficult to intercept and read the information.

None of the medical information shown on the online system is held permanently on any computer except the computer which holds the original information at the GP practice. When you log off from the online system or if a problem occurs with your computer /tablet, for instance a power failure, all your confidential medical information is cleared from the online system.

**Will other people be prohibited from seeing my record?**

Your online record is only accessible using the passwords and PINs that only you know. As with online banking, unless you reveal these to someone else, you will be the only person ableto access your medical record via the online system.

**What if I find an error in my medical record or I see someone else’s medical information?**

Your Doctors make every effort to ensure that the information in your medical record is accurate, however if you find any errors or missing information, please contact the practice. Your query will be referred to the GP for amendment. In the unlikely event that you see someone else’s medical information, you should exit the system immediately and inform the practice staff.

**Can I alter the record?**

No. This is a ‘read only’ facility. You can print off details to take abroad or to a hospital appointment, however we would encourage patients to keep this information securely.

**Can I access my children’s or someone else’s records?**

The practice is only offering online access to patients who are 18 years and over and can request access to their own records. In some cases, the patient may agree to share their record with the person who cares for them and this will be their individual decision. There may be occasions where a patient is not capable of giving consent eg in the case of patients suffering from dementia. In these cases, the practice will make an individual decision based on the knowledge and judgement of the clinicians involved with their care, in collaboration with the patient’s carer.

**What are the advantages and disadvantages of medical record access?**

The patient has an active role in their own healthcare. You may be in another country and be taken ill. You can decide to allow the doctors to access your medical records. If you wish and only if you wish, you can share the records with a carer or relative. You can check information about your medication and in the future, blood results and x-rays. You can check information about medication by clicking on the information buttons.

However, you may find information in your history that you would not wish to revisit. You may find this distressing. You may see bad news or results before the doctor does. In this case, ring the surgery and ask for a telephone consultation with the Doctor. You may see these when the surgery is closed. If you are prone to worry, don’t look at the results, wait until the surgery re-opens. Remember, if you did not have access to your medical record, you would not have known the results until the Doctor was available.

This is information for your consideration before you have access to your online medical record. We can turn off the access in part or altogether if you wish, by contacting reception. There may also be occasions when the practice considers that it is in your best interest to turn it off. You would be notified in writing of this decision and the reasons why the decision has been made.

**PLEASE REMEMBER TO LOG OUT OF THE SYSTEM WHEN YOU ARE FINISHED !**

**DRS KIRBY, PAGE, MCMILLEN, TOMKINSON & WALL**

**Viewing Your Medical Records Online**

Dr Kirby and Partners has enabled online access for our patients to order prescriptions and book appointments over the past year. Our patients now have the option to view a summary of their medical record and immunisation history.

**How do I request access ?**

You can request access at reception, where you will be given a request /consent form along with this information leaflet. We will ask you to read and confirm that you understand the implications of online access and we will request two forms of identification, one of which must be photographic. You may have already signed up for online prescriptions and appointment booking, however for security purposes, the administrator will need to check your proof of identity again.

**What will I be able to see?**

Initially, you will be able to see all of your medications, allergies and immunisations. This will be extended to enable you to see consultations and test results in the future.

**What will I need?**

You will need to be connected to the internet and have a PC, tablet or smart phone with internet access.