

Caen Medical Centre
ON-LINE ACCESS - APPLICATION FORM

PATIENT SECTION

NAME.....DoB:.....

ADDRESS.....

SIGNEDPRINT:

APPLYING ON BEHALF OF ANOTHER PATIENT

NAME.....RELATIONSHIP TO PATIENT.....

To help us set up your on-line access application please let us know your current on-line access status.

	I am a NEW user and wish to register for on-line access for the first time
	I am currently using on-line access and wish to request the additional access to view my medical records
	I have previously been issued on-line access registration details BUT I have lost my log on details or they are not working and wish to re-apply

NOW CHOOSE EITHER BASIC OR DETAILED ACCESS

BASIC On-line Patient Access will enable you to order repeat medication, book and manage doctor appointments and update you contact details. Please indicate which areas you wish to activate. It will take 5-10 working days to process this request.

	I wish to have access to Ordering my Repeat Medication
	I wish to have access to Booking and Managing my Doctor Appointments
	I wish to have access to Updating my Contact Details

PRACTICE CHECKS (Reception Staff) - Identity Vouching

Name	DoB	Address
Staff member Vouching		Date vouched

DETAILED On-line Patient Access enables you to view elements of your medical records, you will need to be over 16 years of age to request access to your medical records. Your GP will need to authorise this access to medical records request, for this reason immediate access cannot be given and it may take up to 21 working days to process this request.

If you wish to request access to your medical records YOU MUST make the request in person and provide either photo ID or two forms of ID which confirms your name and address details.

	I wish to have access to my Medical Records
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PRACTICE CHECKS (Reception Staff) - If the patient is requesting 'detailed' on-line access to include access to their medical records the request must be made in person, they must be over 16 years of age and their ID must be checked (1 form of photo ID or 2 Utility Bills)

ID Seen	Number (if Passport or Driver License or Utility bill Details)	ID seen and Checked – signed & dated by Receptionist (copies NOT required)
Passport		
Drivers License		
Utility Bill (one)		
Utility Bill (two)		
NAME OF STAFF MEMBER VOUCHING (in CAPITALS) :		

ADMINISTRATIONS CHECKS	Date	Signed
On-Line Access ID Check Performed by Reception Staff		
Identity verification performed in Registration Status		
BASIC On-Line Access Activated		
BASIC Registration Paperwork posted to <u>Patient</u>		
BASIC On-Line Access Activation Read coded in Records (Read Code: 9IW)		
DETAILED On-Line Access Authorised By GP (<i>GP to Sign</i>)		
DETAILED On-Line Access Activated		
DETAILED Registration Paperwork posted to <u>Patient</u> (IF BASIC ACCESS REGISTRATION NOT ALREADY SENT)		
DETAILED On-Line Access Activation Read coded in Records (9IW – add free text 'Detailed Access Given')		