

Aviemore Medical Practice: Application for Online Access

| | |
|---------------------------------------|-------------------------|
| Surname | Date of birth |
| First name | |
| Address | |
| Postcode | |
| Preferred Email address (not shared): | |
| Telephone number | Preferred Mobile number |

I wish to have access to the following online services (please tick all that apply):

| | |
|---|--------------------------|
| 1. Booking appointments | <input type="checkbox"/> |
| 2. Requesting repeat prescriptions | <input type="checkbox"/> |
| 3. My Medical Summary (Medications & Allergies) | <input type="checkbox"/> |
| 4. My Detailed Medical Record (Not yet in Scotland - will be available in the future) | <input type="checkbox"/> |

I wish to use Online Services. Please read each statement carefully and tick before signing:

| | |
|---|--------------------------|
| 1. I have read and understood the information leaflet provided by the practice | <input type="checkbox"/> |
| 2. I will be responsible for the security of the information that I see or download | <input type="checkbox"/> |
| 3. If I choose to share my information with anyone else, this is at my own risk | <input type="checkbox"/> |
| 4. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement | <input type="checkbox"/> |
| 5. If I see information in my record that is not about me or is inaccurate, I will contact the practice as soon as possible | <input type="checkbox"/> |

I understand and agree with all the above statements:

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

Are you completing the form on behalf of the patient?

| | |
|-------------------------|------------|
| Surname | First Name |
| Relationship to patient | |
| Signature | Date |

For practice use only

| | | | |
|--|------|-------------------|--|
| Identity verified by (initials) | Date | Method | Vouching <input type="checkbox"/> |
| | | | Vouching with information in record <input type="checkbox"/> |
| | | | Photo ID and proof of residence <input type="checkbox"/> |
| | | Type of ID: _____ | |
| Codes added to Vision (#91B) <input type="checkbox"/> (Registration Data Verified) | | Date created | |
| (#93440) <input type="checkbox"/> (Medical Summary) | | | |
| All Repeats Re-authorized <input type="checkbox"/> | | | |

Information Leaflet



This practice will be offering online services in the near future.

You will be able to book appointments and order prescriptions.

This surgery has a responsibility to look after your GP records. You must also take care online and make sure that your personal information is not seen by anyone who should not see it.

Please be aware that if the email address you have used to register is not your own, or if you are not the only person that has access to your email - your personal information, prescriptions and appointments (booked in surgery or online) will be viewable by the email address owner. If you change your email address or no longer wish your information to be viewable by others it is your responsibility to inform us.

Keeping your username and password safe

When you register to use GP online services, you will create your own username and password, which you will use to log in. You should not share your login details with others.

To protect your information from other people:

- You should keep your password secret and it is best not to write it down. If you must write it down, keep a reminder of the password, not the password itself. This should be kept in a secure place.
- If you think someone has seen your password, you should change it as soon as possible. You may want to call the surgery if you are not able to change it right away, for example, when you do not have access to the internet.
- You should not share your user name or password. No one should force you to show them your login details; you have the right to say no. If someone forces you, tell the surgery as soon as possible.

Using a shared computer

You need to take extra care when using a shared computer to look at your GP records online. This could be at the library, at work, at university or at home. To protect your personal information from others when using a shared computer, you should:

- Look around to see if other people can see what is on the computer screen. Remember, your GP records contain your personal information.
- Keep your username and password secret. Just like your bank account PIN, you would not want others to know how to get into your GP records.
- **Make sure you log out** when you finish looking at your records, so that no one else can see your personal information or change your password without your knowledge.

Incorrect information in your records

On rare occasions, information in your GP records might be incorrect.

- If you find any incorrect information, you should let the surgery know as soon as possible.
 - If you see information about anyone else in your records, log out immediately and let the surgery know as soon as possible.
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