**BOX SURGERY ONLINE ACCESS APPLICATION**

**Patient Details:**

|  |  |
| --- | --- |
| **Surname** |  |
| **First Name** |  |
| **Address**  **(Including postcode)** |  |
| **Date of Birth** |  |
| **Preferred telephone number** |  |
| **Email address** |  |

I give permission for the practice to contact me via text message

I give permission for the practice to contact me via email

**I agree with the following (please tick):**

|  |  |
| --- | --- |
| I have read and understood the information leaflet |  |
| I will be responsible for the security of the information that I see or download |  |
| I will treat the patient information as confidential |  |
| If I see information in the record which 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 confidential |  |
| I understand access will be available within the next 21 days |  |

**I wish to have access to the following (please tick)**

|  |  |
| --- | --- |
| **Booking and cancelling appointments** |  |
| **Requesting repeat prescriptions** |  |
| **Limited access to medical record** |  |

**Please tick one:**

|  |  |
| --- | --- |
| 🞏 | I will collect the letter containing my account details from reception in person and will bring an appropriate form of photo identification. |
| 🞏 | **For housebound patients only**  I would like to nominate a friend/relative/carer to collect my account details on my behalf. I understand the person collecting my details will have access to my confidential account information and I take full responsibility for any misuse of my account or breaches of confidentiality that may occur as a result. The Surgery will contact the housebound patient to confirm the request prior to granting on-line access.  The full name of the person I nominate to collect my account details on my behalf is: |

Nominated Person: ………………………………………………………………………………………………

|  |  |
| --- | --- |
| **Signed** |  |
| **Date** |  |

**For surgery use**

**If the patient has full capacity, we require written consent that is signed by the patient and attached to the application form specifying the access they wish to allow.**

**If we do not have written consent from the patient, task the named GP.**

Reception:

|  |  |
| --- | --- |
| **Type of ID (please tick)**  *Take a copy of the ID and scan with the form into the patient record* | Passport  Driving Licence  Other, please specify |
| **ID verified by (receptionist name)** |  |

Admin

|  |  |
| --- | --- |
| **Access enabled on TPP (please tick)** |  |
| **Initials** |  |
| **Date** |  |

Scan this form to the patient record once completed.