

KINGSWOODsurgery

ONLINE ACCESS

We're offering a new service where you can book appointments and request prescriptions from your computer at home.

The prescription request service will be replacing the service currently offered through the surgery website. You must select a local chemist for your prescriptions to be sent to.

We also offer a Detailed Records Access which includes results (numerical values and normal range), values (BP, PEFr), problems/diagnoses, procedure codes (medical or surgical) and codes in consultation (signs, symptoms), codes showing referral made or letters received and other codes (ethnicity, QOF).

To take part, please read the following information, and complete the attached form.

What do you need to do?

As you will be able to view your medical records from home we need to make sure this system is quite secure, so please read the following details carefully.

Please complete the attached form, and return it to the surgery in person. It is very important that the confidentiality of your medical information is maintained, so when you come to the surgery you must bring photographic ID proving your name, such as a passport or driving licence. Please also bring a proof of address such as a bank statement or utility bill.

You will need to make a separate application for each member of the family.

We will then issue you a sign-up letter with details about how to sign up to the system.

Patients who are unable to attend the surgery in person may complete the form and send a representative with the patient's ID documents. Please complete the section below the signature strip to show who you are authorising to collect your sign-up letter.

Once you have collected your sign-up letter from the surgery you can use the surgery website at www.thekingswoodsurgery.co.uk to complete your registration, please use the "Access your medical records online" link at the bottom of the home page.

Detailed Record Access takes 21 working days from form being processed. This will need to be approved by the doctor. Patients are advised to log in to Online Access; click on Change my Details; tick 'Opt into detailed care record'; then click on request change of details.

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Application for online access to my medical record

Surname	Date of birth
First name	
Address	
Postcode	
Email address	
Telephone number	Mobile number

I wish to access my medical record online (summary medical record; requesting repeat prescriptions; booking appointments) and understand and agree with each statement below:

1. I have read and understood the information provided by the practice
2. I will be responsible for the security of the information that I see or download
3. If I choose to share my information with anyone else, this is at my own risk
4. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement
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

Select Chemist to issue prescription:	Boots	Carrs	Greens	Greggswood
	Hobbs	Hollis	Imperial	Paydens
	Pembury	Rusthall	Sainsburys	Collect from Surgery

Signature	Date
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I authorise to collect my sign-up letter

I wish to access my detailed records online (results; values; problems/diagnoses; procedure; consultation; referral and other codes).

Signature	Date
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Doctors' Signature	Date
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This process will be activated by the surgery within 21 working days and will appear in 'change my details'.
 Agreed Declined Letter sent

For practice use only

Identity verified by	Date	Method	Photo ID and proof of residence <input type="checkbox"/>
			Vouching <input type="checkbox"/>
1. Patient registered on EMIS	<input type="checkbox"/>	Date	
2. FrontDesk letter issued	<input type="checkbox"/>		