**ONLINE ACCESS**

**PROXY FORM**

**Patient details**

|  |  |
| --- | --- |
| Full Name |  |
| D.O.B |  |
| Address |  |

**Proxy Details**

|  |  |
| --- | --- |
| Full Name |  |
| D.O.B |  |
| Address |  |
| Contact number |  |
| Email |  |

**Online services**

*I wish for my proxy to be granted the following services (please tick)*

|  |  |
| --- | --- |
| Book GP appointments |  |
| Request Repeat Medication |  |
| View lab test results |  |
| View allergies and immunisations |  |
| Access to my full medical record |  |

**Help and support**

*I wish to receive support in accessing my online medical record (please tick)*

|  |  |
| --- | --- |
| Step-by-step guide sent through post (NHS app) |  |
| I would like help via email |  |
| I would like help over the phone |  |

**Terms and conditions**

*I am aware that I am responsible for the security of the information I see or download in relation to my Online Access Account. If I choose to share my information or nominate a proxy to view my Online Access Account, I do so at my own risk*

**Patient signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proxy signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please send form back with **two** appropriate forms of ID (see below)

**For staff use only**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Photo ID** | Patient | Proxy | **Address ID** | Patient | Proxy |
| Photo Driving Licence |  |  | Driving licence |  |  |
| Passport |  |  | Utility bill |  |  |
| National 60+ bus pass |  |  | Bank statement |  |  |
| Public services ID card |  |  | Official letter |  |  |

**Staff initial:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For IT use only:**

|  |  |
| --- | --- |
| Proxy information coded onto patient/proxy notes |  |
| Level of access granted for proxy |  |
| Patient/proxy informed of change |  |

**Staff initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date put to scanning:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**