

**THE WADHURST MEDICAL GROUP**

**High Weald Lewes and Havens CCG**

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**ACCESS TO ONLINE SERVICE – DETAILED CODED RECORDS ACCESS (DCRA)  
ACCESS REQUEST FOR PATIENTS UNDER 13**

**Patient**

**Surname:**

**First Name:**

**Date of Birth:**

**Address & Full Postcode:**

**Email Address:**

**Telephone No:**

**Mobile No:**

**Parent / Guardian**

**Surname:**

**First Name:**

**Date of Birth:**

**Address & Full Postcode:**

**Email Address:**

**Telephone No:**

**Mobile No:**

**Reason for request for Access to child under 13's record:**

## Section 1: Patient

### Patient to complete (if applying for access to their own record)

**Please note:** There is no minimum age for applications. Children can apply for their own records provided they are capable of understanding the nature of the request. Release of the record will always be at the discretion of the GP.

A parent or guardian can only apply on the child's behalf if (a) the child has given consent (b) the child is too young to have the understanding to make the request.

**I confirm that I wish to have access to the EMIS WEB Online Service for Detailed Coded Records Access (DCRA):**

**Please tick to agree that you have read and understood the statements below:**

I have read & understood the information leaflet provided by the Practice.	
I will be responsible for the security of information that I see or download.	
If I choose to share my information with anyone else, this is at my own risk.	
If I see information on my record that is inaccurate I will contact the Practice asap.	
If I suspect my account has been accessed by an unauthorised person I will contact the Practice asap.	

<b>SIGNATURE OF PATIENT:</b>	
<b>DATE:</b>	

### Section 1: Patient Consent (If Patient is of an age/understanding to provide consent)

**I confirm that I give the above named person (Parent / Guardian) permission to have access to the EMIS WEB Online Service for Detailed Coded Records Access (DCRA) on my behalf:**

- I reserve the right to reverse any decision I make in granting proxy access at any time.
- I understand the risks of allowing someone else to have access to my health records.
- I understand that if I feel that I being forced or coerced into sharing my information with another party or my proxy that I can contact the practice to discuss my concerns with my named GP.
- I have read and understood the information leaflet provided by the practice.

<b>SIGNATURE OF PATIENT:</b> (if Patient is of an age/understanding to sign to consent to parental access)	
<b>DATE:</b>	

## Section 2: Parent / Guardian

I confirm that I wish to have access to the EMIS WEB Online Service for Detailed Coded Records Access (DCRA) on behalf of the above named patient:

Please tick to agree that you have read and understood the statements below:

I have read & understood the information leaflet provided by the Practice.	
I will be responsible for the security of information that I see or download.	
If I see information on the record that is inaccurate I will contact the Practice asap.	
If I suspect the account has been accessed by an unauthorised person I will contact the Practice asap.	
I understand that Proxy access can be revoked by the patient at any time.	

<b>SIGNATURE OF PARENT / GUARDIAN:</b>	
<b>DATE:</b>	

## FOR PRACTICE USE ONLY: Section 3: GP SIGN OFF

I confirm that the above named Parent / Guardian can have access to the above patient's online record:

<b>SIGNATURE OF GP</b>	
<b>DATE:</b>	

## Section 4: ID VERIFIED:

<b>PHOTO ID:</b>	<b>PROOF OF RES:</b>	<b>VOUCHING:</b>	<b>OTHER:</b>
<b>NAME:</b>	<b>DATE:</b>		

<b>ACCESS AUTHORISED BY:</b>	<b>NAME:</b>	<b>SIGNATURE:</b>
<b>DATE:</b>		

## Further Information for patients:

### Detailed Coded Records Access (DCRA)

Patients with DCRA will have access only to the coded data (Allergies, Medications, Documents, Laboratory test results, Immunisations, Problems, and Consultations). If there is information missing from the record, it may be that some of your record is still held in paper form. This practice is only responsible for providing information which is held by us. Please note any missing secondary care information from your record will need to be obtained directly from the provider by you.

### Timescales

The practice will endeavour to grant detailed coded records access online to your medical records within one month of receiving your completed application and proof of ID. Please note that this is a guide only and in some circumstances it may take longer however we will notify you if this is the case.

### Considerations/Approval of Access

The practice will not approve on-line access to detailed coded information if it is deemed that it may cause physical and/or mental harm to the patient.

At any point the practice may revoke online access to patients if the functionality is abused.

### 3<sup>rd</sup> Party Information

This practice will not share any information held within a clinical record that is deemed as 3<sup>rd</sup> party information without the explicit consent from the 3<sup>rd</sup> party.

### Understanding your records

If you do not understand everything you read because of the medical terminology used in your medical record you may find it useful to go to the NHS Choices website: [www.nhs.uk](http://www.nhs.uk), or other websites to search on information about illnesses and test results e.g. [www.patient.info](http://www.patient.info) and [www.labtestsonline.org.uk](http://www.labtestsonline.org.uk). Although these sites are not owned by the NHS, other patients have found them useful. However, please do not hesitate to contact the surgery to speak to a doctor or nurse if you have concerns.

### A few things to think about

There are a few things you need to think when registering for online records access. On very rare occasions your GP may not think it in your best interest for you to look at your GP records online. If this happens, your GP will discuss their reasons with you. It is up to your GP to decide if you should be allowed access to your online records.

You may see your test results before your doctor has spoken to you about them. This may be when you cannot contact your surgery, or when your surgery is closed. This means you will need to wait until an appointment is available to talk to your GP.

If you find something you think is not correct in your record you will need to contact your GP to discuss it. Please leave a message with a Receptionist asking your GP to call you about the issue. There may be information in your medical records that you did not know was there or that you had forgotten about, such as an illness or an upsetting incident. If you see anything you did not know about that worries you, please contact your GP to discuss as above. If you see someone else's information in your record, please log out immediately and let your surgery know as soon as possible.

If you have questions about any of the above points, please talk to your surgery and they will be able to advise you further.

### Coercion

'Coercion' is the act of governing the actions of another by force or by threat, in order to overwhelm and compel that individual to act against their will. If you think that you may come under pressure to give access to someone else unwillingly at any time, please inform a member of the practice team as soon as possible.

The practice will consider the risk of Coercion on a case by case basis as requests for access are received, and if necessary will decline access. The patient's named GP will discuss with the applicant the reasons for refusal of access. If coercion is identified as a risk with regard to a patient previously registered for online services, then access will be immediately removed.