

Newhall Surgery

Access to Records

Newhall surgery takes patient confidentiality very seriously. We strive to ensure your information is kept confidential and secure at all times.

However we appreciate that there are occasions due to various constraints it is useful for you to nominate a representative who has access to your data.

We have 2 levels of access at the surgery Basic and Enhanced. The full details of which are on the reverse of this form.

How does it work?

You would need to complete this form giving consent for your nominated representative to have your preferred level of access.

Your representative then also needs to fill in their details confirming they are happy to be your representative.

We will then add to your records that you have consented for this person to have access to a certain level of information. If your representative is registered here this will also be added to their record. This gives a complete picture of who has access to what record.

Can I change or stop my representative having access?

Yes you can remove your representative or change their access at any time. You would need to inform the surgery as soon as possible and fill out an Access Removal Form.

Please remember it is your responsibility to do this, the surgery will not prompt or remind you to review your representatives or levels of access.

If you require any further information regarding access please speak to one of the team members who will be happy to go through this with you in further detail.

YOUR DETAILS

Name	
Address	
	Post Code
Date of Birth	

Your Signature.....

Date

If you would like further information regarding being a carer please ask one of the team.

I agree that the person signed below is able to have the following access to my information held at Newhall Surgery. Please choose one option.

Level 1 Basic Access

We find this option is useful for spouses/ partners and parents who call on behalf of their adult children. This allows your representative to do the following on your behalf:

Book/check/alter appointments
 Check if a prescription is ready and what has been prescribed
 Check if a test result is back (however not what the result is)

It does not allow the surgery to share information regarding medical conditions.

Please Tick if this is the access you wish your representative to have

Level 2 Enhanced Access

This level of access is suitable for patients who have carers and support in their day to day lives. This level gives access to all areas of your medical information. The surgery would expect your representative to be able to speak on your behalf and where necessary liaise with them directly.

Please Tick if this is the access you wish your representative to have

Definition of a carer is: someone who gives daily care to a vulnerable person, receives a carers allowance or provides 35 hours of care a week.

Are you a **carer** as defined above? YES/NO
 Please pass my details on to Derbyshire Carers YES/NO

YOUR REPRESENTATIVE'S DETAILS

Name	
Address	
	Post Code
Date of Birth	
Relationship to the Patient	
Telephone No.	

Your Representative's Signature.....
 (by signing this form you are consenting for your details to be kept on the Newhall Surgery systems)

Date

Newhall Surgery accepts no responsibility for false information given by any of the above named persons. Newhall Surgery may still refuse to give out any confidential information regarding the above patient.