**Proxy access request for a person aged under 16**

**Requests for online services routinely require up to 28 days processing, and in some cases or during periods of high demand, may require longer.**

**The patient (This is the person whose online services are being accessed)**

|  |  |
| --- | --- |
| Full Name | Date of birth |
| Address  |
| Email address |
| Telephone | Mobile  |

**The representative (This is the person nominated to have access to online services for the person named above. Only a person with legal parental rights will be permitted proxy access to a child’s online services, except in exceptional circumstances)**

|  |  |
| --- | --- |
| Full Name | Date of birth |
| Address |
| Email |
| Telephone | Mobile |

Please confirm your parental responsibility. At least one of the following must apply and your parental rights must not have been removed by the courts. Please tick which apply.

 your name is on the birth certificate OR

 if you are the father, you were married to the mother at the time of birth OR

 you have been granted parental rights by the courts OR

 if you are the father, you have the agreement of the mother

AND **□ my parental rights have not been removed by the courts**

OR

 I am not the child’s parent but request access to the online services on the following basis:

**Form continues overleaf**

I request proxy access to the GP online services ticked in the boxes below for the person named above.

|  |  |
| --- | --- |
| 1. Online appointments booking
 |  |
| 1. Online prescription management
 |  |
| 1. Access to the summary medical record (medication and allergies only)
 |  |
| 1. Access to the detailed coded medical record (problems, immunisations, test results

(Please note the access to the full medical record is not yet available through proxy access) |  |
|  |  |

**PLEASE NOTE THE COVID PASS IS NOT AVAILABLE THROUGH PROXY RECORD ACCESS**

For information on obtaining a Covid pass please visit [www.nhs.uk/conditions/coronavirus-covid-19/nhs-covid-pass/](http://www.nhs.uk/conditions/coronavirus-covid-19/nhs-covid-pass/)

I understand my responsibility for safeguarding sensitive medical information and I understand and agree with each of the following statements (please tick to indicate agreement):

|  |  |
| --- | --- |
| 1. I have read and understood the attached information leaflet
 |  |
| 1. I will be responsible for the security of the information that I see or download
 |  |
| 1. I will contact the practice as soon as possible if I suspect that the account has been accessed by someone without my agreement
 |  |
| 1. If I see information in the record that is not about the person, or is inaccurate, I will contact the practice as soon as possible
 |  |

|  |  |
| --- | --- |
| Signature of representative | Date |

**For practice use only**

|  |  |
| --- | --- |
| The patient’s NHS number | The patient’s practice computer ID number |
| Representative Identity verified by (name) | Date | Method photo ID **AND** proof of addresspassport 🞏driving licence 🞏other (please record) 🞏 Vouching as known to the practice 🞏Vouching with information in record 🞏 |
| Access authorised by (GP name): | Date |
| Access enabled by (name): | Date |
| Level of record access enabled  Appointments 🞏Repeat Prescriptions 🞏Core Medical Record 🞏Full Medical Record 🞏 | Notes / comments on proxy access |

**Requesting proxy access to GP online services for a person aged under 16**

**North House Surgery - Patient Information Leaflet**

Data protection legislation states that people aged 16 or above are assumed to be competent to make an independent and informed decision about whether to have access to GP online services or whether ask for someone to have proxy access. Proxy access will not be granted to the record of any patient aged 16 or over without the patient’s consent, except where there is an indication that they are not able to give this consent. This form is not to be used for those aged 16 or over.

Children younger than 16 vary in the age at which they develop capacity to make an independent and informed decision about their health care, and who should have access to their record.

Before a child develops the capacity to make informed choices about their healthcare or online services, or to be able to keep their account secure, the usual position would be for someone with parental responsibility to have proxy access to the child’s record and online services and where it is in the child’s best interests.

The Royal College of General Practitioners guidance states that children from the age of 11 may have the capacity to make an independent and informed decision as to whether proxy access by a parent or guardian should continue.

At this practice, the following will apply:

Children aged under 11.

Only a person with parental responsibility or legal guardianship will ordinarily be permitted access to the GP online services for a child and only until the child reaches the age of 11, except in exceptional circumstances.

When the child reaches 11, unless prior agreement has been given by the GP, proxy accesses are automatically removed, in order that further discussion be held between the child, the representative and the GP as to whether the child is able to understand the implications of parental access, in line with guidance for those aged 11 to 16, unless specific prior agreement has been given by the GP for it to continue after they reach 11.

Children aged 11 – to 16

Proxy access will not routinely be granted for a person aged 11 to 16, except in exceptional circumstances. All such requests will be subject to consultation between the requester, the child and the GP. Access may be refused if there are concerns that it may not be in the child’s best interests, or if they are deemed to lack the capacity to make an independent and informed decision consent or to keep their access secure, or if there are concerns that the child is being coerced into making their decision.

Any access granted will be automatically removed on the 16th birthday, unless prior arrangement has been made with the GP for it to continue. A new access request must be made using the request for access for aged 16 and over.

Children aged 13 and over are able to register for access to their medical record through the NHS App. For older children this may be a suitable option as this access does not expire at age 16.

**How to request access**

* Complete the form attached to this leaflet.
* Provide photographic ID **and** proof of address. If you think you will be unable to provide this, speak to the surgery staff, who may be able to confirm your identify in other ways. Acceptable forms of ID include:
	+ Driving licence
	+ Passport
	+ Council tax bill
	+ Utility or bank statement
* If the child is aged 11 or older, you and the child will be asked to meet with the GP as part of the decision process.
* The surgery will make a decision on whether to grant the access. If the surgery decides not to grant access, a GP will discuss their reasons with you.

**Some other things to consider**

Medical records are written by and designed to be used by clinical professionals. Some of the information within the medical record may be highly technical, written by specialists and not easily understood. If you require further clarification, please contact the surgery for a clearer explanation.

Although the chances of any of these things happening are very small, you will be asked that you have read and understand the following as part of the request for access.

|  |
| --- |
| **Forgotten or unknown medical history** There may be something you have forgotten about or did not know about in the record that you might find upsetting |
| **Abnormal results or bad news** If your GP has given access to test results or letters, you may see something that you find upsetting. This may occur before you have spoken to a doctor or while the surgery is closed and you cannot contact them. |
| **Choosing to share your information with someone** It’s up to you whether or not you share information with others. It’s your choice, but also your responsibility to keep the information safe and secure. |
| **Coercion** If you think you may be pressured into revealing details from the record to someone else against your will, it is best that you do not register for access at this time. |
| **Information about someone else** If you see something in the record that is not about the person the record is for, or notice any other errors, please log out of the system immediately and tell the practice as soon as possible. |

More information and guidance on allowing others to access GP online services can be found at [**www.nhs.uk/GPonlineservices**](http://www.nhs.uk/GPonlineservices). If you are unable to access this information, let us know and we provide it in an alternative form for you.