

**IF YOU ALREADY HAVE ONLINE ACCESS TO YOUR MEDICAL RECORD,  
PLEASE NOTE BELOW YOUR RESPONSIBILITY TO KEEP YOUR MEDICAL RECORD SAFE**

**If you access your medical record online, you understand and agree with each statement below.**

1.	I will be responsible for the security of the information that I see or download, and I have read the information provided.
2.	If I choose to share my information with anyone else, this is at my own risk.
3.	If I suspect that my account has been accessed by someone without my agreement, I will contact the Practice as soon as possible.
4.	If I see information in my medical record that is not about me, or is inaccurate, I will contact the Practice as soon as possible.
5.	If I think that I may come under pressure to give access to someone else unwillingly, I will contact the Practice as soon as possible.

**PLEASE NOTE**

- It will be your responsibility to keep your login details and passwords safe and secure. If you know or suspect that your medical record has been accessed by someone that you have not agreed should see it, then you should change your password immediately. Access can also be gained on some phones using fingerprints or face ID – please consider this.
- If you have concerns about this, we recommend that you contact the Practice so that they can remove online access until you are able to reset your password.
- If you print-out any information from your medical record, it is also your responsibility to keep this secure. If you are at all worried about keeping printed copies safe, we recommend that you do not make copies at all.
- The Practice may not be able to offer online access due to a number of reasons such as concerns that it could cause harm to physical or mental health, or where there is reference to third parties. The Practice has the right to remove online access to services for anyone they feel it could harm or put at risk.

**KEY CONSIDERATIONS**

<b>Forgotten History</b> There may be something you have forgotten about in your medical record that you may find upsetting.
<b>Abnormal Results or Bad News</b> If your GP has given you access to test results or letters, you may see something that you find upsetting. This may occur before you have spoken to your Doctor, or while the Surgery is closed and you cannot contact them.
<b>Choosing to Share your Information with Someone</b> It is up to you whether or not you share your information with others (perhaps family members or carers). It is your choice, but it is also your responsibility to keep the information safe and secure.
<b>Coercion</b> If you think you may be pressured into revealing details from your medical record to someone else, against your will, it is best that you do not register for access at this time.
<b>Misunderstood Information</b> Your medical record is designed to be used by clinical professionals to ensure that you receive the best possible care. Some of the information within your 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.
<b>Information About Someone Else</b> If you spot something in your medical record that is not about you, or notice any other errors, please log-out of the system immediately and contact the Practice as soon as possible.