

Lindfield Medical Centre

APPLICATION FORM FOR ACCESS TO HEALTH RECORDS in accordance with the General Data Protection Regulation (GDPR)

Request for Summary Care Online Access

Please complete this form and hand it to the practice, please also provide your proof of identity. Once we have received your form and seen the necessary proof of identity, we will email you a registration letter which you can use to register for your on-line account. Please note that each individual family member would need to complete this application form as each individual needs to have their own account.

This form must be completed in blue or black ink and signed in order for us to process your request.

Section 1: Patient details

Surname		Maiden name	
Forename		Title (i.e. Mr, Mrs, Ms, Dr)	
Date of birth		Address:	
Telephone number		Postcode:	
NHS number (if known)		Email Address:	

Section 2: Record requested

1. Booking appointments	<input type="checkbox"/>
2. Requesting repeat prescriptions	<input type="checkbox"/>
3. Access to my Summary Record (medications and allergies)	<input type="checkbox"/>

Please note:

Once your account is setup, you can request access to your Detailed Coded Record from within your account.

1. I have read and understood the information leaflet provided by the practice.	<input type="checkbox"/>
2. I will be responsible for the security of the information that I see or download.	<input type="checkbox"/>
3. If I choose to share my information with anyone else, this is at my own risk.	<input type="checkbox"/>
4. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement.	<input type="checkbox"/>

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5. If I see information in my record that it not about me or is inaccurate I will log out immediately and contact the practice as soon as possible.	<input type="checkbox"/>
6. I am aware that it will take 14-21 days for this to become active	<input type="checkbox"/>

Declaration

I declare that the information given by me is correct to the best of my knowledge.

Signature of applicant: Date:

You are advised that the making of false or misleading statements in order to obtain personal information to which you are not entitled is a criminal offence which could lead to prosecution.

Practice Use Only

Name of verifier	Vouching <input type="checkbox"/>	Date
	(GP Only)	
	Photo ID <input type="checkbox"/>	
	Proof of residence <input type="checkbox"/>	
Date account created		Date passphrase sent

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Proof of identity table

Acceptable identity evidence

Based on the requirements of GPG45, the options for presentation of documents are as follows:

- Two pieces of Level 3 evidence; or
- One piece of Level 3 evidence and one piece of Level 2 evidence from the acceptable identity evidence listed in the table below. **In either case, one piece of evidence must include a photograph.**

For a person under the age of 16 it is likely that they can only produce a passport and birth certificate.

Level 2 Identity Evidence	Level 3 Identity Evidence
<ul style="list-style-type: none">• Firearm Certificate• DBS Enhanced Disclosure Certificate• HMG issued convention travel document• HMG issued stateless person document• HMG issued certificate of travel• HMG issued certificate of identity• Birth certificate• Adoption certificate• UK asylum seekers Application Registration Card (ARC)• Unsecured personal loan account (Excluding pay day loans)• National 60+ bus pass• An education certificate gained from an educational institution regulated or administered by a Public Authority (e.g. GCSE, GCE, A Level, O Level)• An education certificate gained from a well recognised higher educational institution• Residential property rental or purchase agreement• Proof of age card issued under the Proof of Age Standards Scheme (without a unique reference number)• Police warrant card• Freedom pass• Marriage certificate• Fire brigade ID card• Non-bank savings account• Mobile telephone contract account• Buildings insurance• Contents insurance• Vehicle insurance	<ul style="list-style-type: none">• Passports that comply with ICAO 9303 (Machine Readable Travel Documents)• EEA/EU Government issued identity cards that comply with Council Regulation (EC) No 2252/2004• Northern Ireland Voters Card• US passport card• Retail bank/credit union/building society current account• Student loan account• Bank credit account (credit card)• Non-bank credit account (including credit/store/charge cards)• Bank savings account• Buy to let mortgage account• Digital tachograph card• Armed Forces ID card• Proof of age card issued under the Proof of Age Standards Scheme (containing a unique reference number)• Secured loan account (including hire purchase)• Mortgage account• EEA/EU full driving licences that comply with European Directive 2006/126/EC