#

**Request for proxy for child 0-11 years for access to GP online services**

**Please note you must be set up with online access yourself to have proxy access for your child.**

**Section 1**

|  |  |
| --- | --- |
| 1. Online appointments booking
 | 🞏 |
| 1. Online prescription management
 | 🞏 |
| 1. Accessing the medical record for (name of patient)
 | 🞏 |

**Section 2**

I……………………………………………(names of parent/guardian) wish to have online access to the services ticked in the box above in section 1 for ……………………………………….……… (name of child).

I understand my responsibility for safeguarding sensitive medical information and I understand and agree with each of the following statements:

|  |  |
| --- | --- |
| 1. I will be responsible for the security of the information that I/we see or download
 | 🞏 |
| 1. I will contact the practice as soon as possible if I/we suspect that the account has been accessed by someone without my/our agreement
 | 🞏 |
| 1. If I see information in the record that is not about the patient, or is inaccurate, I will contact the practice as soon as possible. I will treat any information which is not about the patient as being strictly confidential
 | 🞏 |

|  |  |
| --- | --- |
| Signature of parent/guardian | Date |

**Section 3**

**The patient**

(This is the person whose records are being accessed)

|  |  |
| --- | --- |
| Surname | Date of birth |
| First name |
| Address  Postcode  |

**Details of Parent/Guardian**

(These are the people seeking proxy access to the patient’s online records, appointments or repeat prescriptionn.)

|  |
| --- |
| Surname |
| First name |
| Date of birth |
| AddressPostcode  |
| Email (needed for acce ss to be sent to) |
| Telephone |
| Mobile |

**For practice use only**

|  |  |
| --- | --- |
| The patient’s NHS number | The patient’s practice computer ID number |
| Identity verified by(initials) | Date | Method of verificationVouching 🞏Vouching with information in record 🞏 Photo ID and proof of residence 🞏 |
| Proxy access authorised by  | Date |
| Date account created  |
| Date passphrase sent  |
| Level of record access enabled  Prospective 🞏Retrospective 🞏 All 🞏Limited parts 🞏Contractual minimum 🞏 | Notes / comments on proxy access |