



ACCESS TO RECORDS

Woodville surgery takes patient confidentiality very seriously. We strive to ensure your information is always kept confidential and secure. However, we appreciate that there are occasions when it is useful to nominate a representative who has access to your information.

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 at Woodville Surgery this will also be added to their record.

Please note: This consent form is not intended for online access. It is used solely to record your consent for a nominated representative to access information as agreed and documented by Woodville Surgery.

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 in writing. 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.

Section 1: Details of the patient

Full name	
Address	
Post Code	
Date of Birth	

I agree that the person signed in section 2 below can have selected access to my information held at Woodville Surgery

Patient Signature..... **Date**.....

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

Please tick ONE of the below access levels

Level 1 Basic Access

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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

Level 2 Enhanced Access

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Allows the representative to:

- Discuss healthcare matters with Practice staff
- Receive information relating to medical conditions and treatment
- Access appropriate medical information as authorised by the Practice
- Liaise with healthcare professionals on the patient's behalf where appropriate

This level is often suitable for carers, relatives, or individuals who regularly support the patient.

Section 2: Details of the representative

Full name			
Address			
Post Code			
Date of birth			
Are you a registered patient at Woodville surgery?	Yes	No	
Relationship to the patient			
Telephone Number(s)			
Do you care for the patient? If you are a patient at Woodville surgery and are a carer, you will be added to our carer's register	Yes	No	
In what capacity do you care for this patient/ (eg support with communication, personal hygiene needs, mobility or sensory needs)			
If yes, would you like an information pack with details of self-referral to Derbyshire Carers	Yes	No	

Your Representative's Signature.....Date.....

(By signing this form, you are consenting for your details to be kept on the Woodville Surgery systems whether you are a registered patient or not)

OFFICE USE ONLY form taken by date

Reminder..... Patient Plan..... Codes added..... Task if required Scanned