**BEACONSFIELD ROAD SURGERY ONLINE SERVICES**

**Consent Form**

|  |  |
| --- | --- |
| I agree to use the system in a responsible manner in accordance with the terms and conditions on the online website.  Access may be withdrawn if services are used inappropriately. | YES / NO |
| I agree that it is my responsibility to keep secure the username and passwords I will be given. If I think these have been shared inappropriately I will reset them using the instructions on the online website. | YES / NO |
| I agree that online services are provided at the discretion of the Practice, and may be withdrawn by the Practice at any time. | YES / NO |
| I agree to keep the Practice informed about any changes to contact details. In particular, it is important that the Practice is given new mobile numbers when there is a change, as this can happen even when not moving home. | YES / NO |

**I would like to register to use the Practice’s online services:**

**Patient Details**

|  |  |
| --- | --- |
| Surname |  |
| First Name |  |
| Date of Birth |  |
| Address |  |
| Postcode |  |
| Telephone Number |  |
| Mobile Number |  |
| Email  Please note this email address will be used to send or reset your confidential login details |  |

I am over 18 years old.

To be signed at reception by patient ………………………………………………………………..

Print Name ………………………………….. Date ……………………………………………………….

**For Office use only**: State ID seen …………………………………………..

Online account letter created and handed to patient Date: ……………………………

**Terms & Conditions for using Online Services**

**About Patient Access**

Patient Access is only available to patients who are registered with our surgery.

Using Patient Access, you can now view, book and cancel appointments at Beaconsfield Road Surgery and request repeat medication prescriptions from home, work or on the move - wherever you can connect to the internet. What's more, because Patient Access is a 24 hour online service - you can do this in your own time, day or night.

**Confidentiality and Security**

Information sent via Patient Access is encrypted.  This means that messages sent cannot be intercepted or read by others, and only the Patient and the Practice are able to see any personal information.

The computer system is connected to Patient Access through the NHS network, which is more secure than a normal internet connection. The Surgery will only enable the internet access facilities if requested to do so by the Patient.

**Terms and Conditions**

Whilst the Surgery makes all reasonable efforts to provide the Service, it is not liable for any failure to provide the Service, in part or full, for any cause that is beyond its' reasonable control.

This includes, in particular, any suspension of the Service resulting from maintenance and upgrades to the systems or those of any party used to provide the Service.

You must keep your Personal Details secret and take all reasonable precautions to prevent the fraudulent use of your Personal Details.  If fraudulent use is suspected, contact the Surgery as soon as possible.

1. This facility is currently available for ROUTINE doctors' appointments only, to discuss a single issue.
2. The system is set to allow two GP appointments to be booked online at any one time.
3. All booked appointments are cancellable on-line; if an appointment booked on-line, is not cancelled without good reason, and results in a 'did not attend', the Surgery reserves the right to revoke its use and remove the patients from our list.
4. If your selected GP becomes unavailable at short notice we may move your appointment to another GP without notification.
5. If the appointment cannot be found on our system we will only honour the appointment if you have printed the confirmation of booking
6. Requests for repeat medication prescriptions will take 2 working days to process.

If you would like access to your basic medical record which includes medications, allergies and immunisations then please tick the box.

Beaconsfield Road Surgery reserves the right to change the Service from time to time and shall give appropriate notice of any material changes.  They may, where considered appropriate for patient protection, suspend, withdraw or restrict the use of the Service or any part of the Service.  Patients will be notified as soon as practicable if any such action is taken.  The surgery reserves the right to vary these Terms and Conditions and appropriate notice will be given of any material changes.

Patient Name:………………………………………………………………………….

Signed:………………………………….. Date:…………………………………