## This page only needs to be completed for Proxy Access

Please read if you are a parent requesting proxy access for your child:

On your child’s 11th birthday, our computer systems will automatically restrict the scope of existing proxy access. Parental proxy access may be reinstated if, after discussion with the parent(s) requesting access, the child’s GP believes that proxy access would be in the child’s best interest.

From 11–16, a parent with proxy access will be able to manage certain elements of the young person’s record, such as demographic data, and make appointments and order repeat prescriptions, but they will not be able to see the young person’s past appointments nor clinical record.

On the young persons’ 16th birthday, the systems will switch off all the remaining proxy access except where the young person is competent and has given explicit consent to the access.

Please read if requesting proxy access for an adult who requires support:

When an adult patient has been assessed as lacking capacity, access can be granted to a proxy acting in their best interests. The level of access that is enabled is only that which is necessary for the performance of the applicant’s duties. For example, it may be appropriate to enable appointment booking and ordering of repeat prescriptions but not full records access.

# Proxy User Details – If the young person is over the age of 11 they must give permission by completing the details below

# I…………………………………… (name of patient), give permission to my GP practice to give the following person/people ………………………………………………… proxy access to the online services as indicated below

|  |  |  |
| --- | --- | --- |
| Surname | | Date of birth |
| First name  Title | | |
| Address (if different from patient)  Postcode | | |
| Email address |  | |
| Telephone |  | Mobile number |
| Signature (Proxy)  **To be signed in the presence of reception staff (with ID)** | | |

**For practice use only**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| R E C E P  T I | Patient NHS number | | EMIS Number | |
| Patient Identity (Child) - verified by | Date | Method – what have you seen? Vouching   Photo ID ……………………………….  Proof of address ……………………… | |
| O N | Proxy Identity (Adult) -  verified by | Date | Method – what have you seen?  Vouching   Photo ID ……………………………….  Proof of address ……………………… | |
| A D M I N | Authorised by | | | Date |
| Date account created and passphrase set | | | |
| Level of record access enabled  **All patients 11-16**  Core access □- (Appointments, repeat prescriptions and demographics)  **Patients aged under 11 only**  Detailed coded record □ – Select one of the below;  All prospective - from the date of application (future) □  All retrospective- from date of registration with the surgery □  **\*\*\*Proxy access can be granted for patients age 16+ but consent must be obtained from the patient\*\*\*** | | | |