Highgate Medical Centre

Application for Online Access to my Detailed Medical Record - DCR
(For patients with an existing online account)

Instructions:
Please complete the fields below and present it to reception along with 2 forms of ID (photo ID and proof of residence). **Approval Process:** Applications for this service may take up to 28 days subject to approval by a GP. However the surgery has the right to refuse an application based on the best interests of the patient.

Surname	Date of birth
First name	
Address	
	Postcode
Email address	
Telephone number	**Mobile number**

I wish to access my medical record online and understand and agree with each statement

1. I have read and understood the information leaflet provided by the Practice	☐
2. I will be responsible for the security of the information that I see or download	☐
3. If I choose to share my information with anyone else, this is at my own risk	☐
4. I will contact the Practice as soon as possible if I suspect that my account has been accessed by someone without my agreement	☐
5. If I see information in my record that is not about me or is inaccurate, I will contact the Practice as soon as possible	☐

Signature	Date

For Practice use only

Patient NHS number	Practice computer ID number	
Identity verified by (initials)	Date	Photo ID and proof of residence seen ☐ Examples: Driving licence, passport, utility bill.
Level of record access enabled Prospective ☐ Retrospective ☐ All ☐ Limited parts ☐ Contractual minimum ☐		Notes / explanation
Code added to patient record: Approved (9lw) ☐ Declined (9lx) ☐ Clinical Record checked by Dr _____ Date:_____ Administration fields checked by _____ Date:_____		