

## Patient Access to Medical Records on-line

### Patient Access to Medical Records online

Horncastle Medical Group (HMG) offers patients age 16 and over the ability to access their medical records online. Patients who are registered to use the Practice website can currently request their repeat medications and book or cancel GP appointments on-line. Patients will now be able to access your medical record online. Please note we will enable access to your online coded record from 31<sup>st</sup> March 2016, which will allow you to see all coded entries and test results after this date.

If you feel you need access to earlier entries; please contact the Assistant Practice Manager who will process this request accordingly. All requests to access your online coded record may take up to 21 working days to process.

### Patients already registered for Online Services

If you are already registered to use the Practice website and would like to access your medical records please complete and bring the form below into the Surgery with two forms of ID, one photographic and one proof of residence. We aim to allow access as soon as possible but please understand that individual records need to be examined in case third parties can be identified and that there might be information contained in your record that may cause you distress.

### Patients not already registered for Online Services

If you are not yet registered to use our Practice website and would like to be able to book or cancel GP appointments on-line, request medications and have access to your medical record, please complete an application form either at Reception or by completing the form below. Please bring the form to the Practice with two forms of ID, one photographic and one proof of residence and you will be given login details which will ensure that only you are able to access your record.

**It is your responsibility to keep your login details and password safe and secure, as well as any information you print out from your record. If you know or suspect that your record has been accessed by someone that you have not agreed should see it, then you should change your password immediately.**