

# EMIS Patient Access

## Online Services – Adult Patient Registration Form

(Over 16 years only)

If you would like to register for this online service please complete the form below and return it to your practice in person, **along with two valid forms of identification (see overleaf)**.

**Registration for online services will be processed while you wait during the following hours**

<b>Waterside Health Centre</b> Monday - Friday 9:30am to 2:30pm (Closed 1-2pm Wednesday)	<b>Blackfield Health Centre</b> Monday – Friday 9am to 3pm (Closed 1-2pm Monday)
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**If you choose not to wait or if returning the form outside of the above hours, your registration documents and ID will be checked by the Receptionist and will then be processed within 2 working days by Registration Staff. Your Pin Document will be emailed to the email address you have provided below.**

I wish to access my medical record online and understand and agree with each statement (tick)	
1. I will be responsible for the security of the information that I see or download	<input type="checkbox"/>
2. If I choose to share my information with anyone else, this is at my own risk (see coercion overleaf)	<input type="checkbox"/>
3. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement	<input type="checkbox"/>
4. If I see information in my record that is not about me or is inaccurate, I will contact the practice as soon as possible	<input type="checkbox"/>

Patient details	Please complete in BLOCK CAPITALS									
Patient forename										
Patient surname										
Date of birth	D	D	/	M	M	/	Y	Y	Y	Y
Mobile number										
	Do you wish to receive text messages from us? YES <input type="checkbox"/> NO <input type="checkbox"/>									
Email Address	Your email address MUST be unique to you as it will be used as your login ID									
	Do you wish to receive email messages from us? YES <input type="checkbox"/> NO <input type="checkbox"/>									
Please sign and date										
Signature										
Date	D	D	/	M	M	/	Y	Y	Y	Y
I wish to access to the following online services (tick all that apply):										
1. Booking appointments	<input type="checkbox"/>									
2. Requesting repeat prescriptions	<input type="checkbox"/>									
3. Accessing my medical record	<input type="checkbox"/>									

## Identification

Two original documents will need to be presented to verify your identity, one of which should contain a photo of yourself. The documents will be checked for consistency, and you will be compared to the image on the photo ID provided.

Valid Photo ID (Proof of Identity)	Non-Photo ID
Passport – Current and Valid	Birth/Adoption and/ or Marriage Certificate
EEA/EU Government Issued Identity Card	Financial Statement (dated within last 3 months)
EEA/EU Full Driving Licence	Utility Bill (dated within last 3 months)
Police Warrant Card / Fire Brigade ID Card	Local Council Tax Bill (dated within last 12 months)
National 60+ Bus Pass	DWP / Benefit Letter (dated within last 12 months)
Digital Tachograph Card	Buildings/Contents Insurance (dated within last 12m)
NHS Staff Card	Vehicle Insurance (dated within last 12 months)

## About EMIS Patient Access

The Red and Green Practice are pleased to offer this new, online service for our patients so you can book your GP appointments and order your repeat prescriptions online at your convenience.

### Is It For Me?

If you are comfortable with shopping, banking or booking holidays online etc., then you are suitable for EMIS Patient Access. Please note that the practice is not available to offer online support for training and technical questions. Please visit <http://www.learnmyway.com/what-next/health> for further insight.

### Online Appointment Booking

Have the flexibility to book and cancel your appointments from home, at work or any location with internet access. You don't need to queue at the practice, wait on the telephone and you can manage your appointments outside practice opening hours. Only GP appointments can be booked online but you can cancel view and cancel nurse appointments online.

### Request Your Repeat Prescriptions Online

Request your repeat prescriptions quickly online by logging into your account and simply ticking the appropriate boxes. You can review the progress of your repeat prescriptions and any message that the practice may have sent to you.

### Your Medical Record

Limited access to your medical care record held by the practice

### Your Contact Details

You can update your contact numbers, email and home address

### Coercion

'Coercion' is the act of governing the actions of another by force or by threat, in order to overwhelm and compel that individual to act against their will. If you feel that you are being pressured into applying for Patient Access against your will, please discuss with staff and/or your GP. Remember we can switch off Patient Access for you at any time should you have concerns.

**Staff use only**

***This page must be completed by staff or EMIS Patient Access Registration will not be processed***

Patient Name		
DOB	D D / M M / Y Y Y Y	
Patient Access Request	First <input type="checkbox"/>	Password Reset <input type="checkbox"/>
ID Type 1 (Photo):		
ID number:		
ID Verified as True Likeness:	I confirm true likeness <input type="checkbox"/>	
ID Type 2:		
Provider:		
Date:		
ID Scanned on Photocopier (not copied)	Yes <input type="checkbox"/>	
Staff name		
Date	D / M M / Y Y Y Y	
<b>Data Staff Only to complete</b>		
Patient Access Registration form generated	D D / M M / Y Y Y Y	
Code Record using F12 Registration Template	Yes <input type="checkbox"/>	
Scanned copies of ID added	Yes <input type="checkbox"/> No <input type="checkbox"/> Reason:	
Delete ID from G Drive	Yes <input type="checkbox"/>	
Handed straight to patient at time of registration (+ email copy sent)	Yes <input type="checkbox"/> No <input type="checkbox"/> emailed to patient	
Send for scanning, along with Patient Registration Form	Scanning Staff to Code as #91B	

- A copy of an online bank statement is acceptable, but all other forms of ID **MUST** be the original.
- Passport **MUST** be valid/in date.
- If you feel the patient is being coerced please inform Line Manager/UGP.