

OAKLEY HEALTH GROUP	
SECURE ONLINE ACCESS TO MEDICAL RECORDS POLICY	
REVIEW DATE:	01.06.17
REVIEWED BY:	Dr Neil Bhatia
NEXT REVIEW:	01.04.18

Introduction

1. From April 2014, GP practices were required to promote and offer the facility for patients to view online or print the information equivalent to that held in a "core" Summary Care Record (i.e. medications, allergies and adverse reactions).
2. Following the 2015-2016 GP contract negotiations, GP practices will also be required to offer online access to the detailed information from the medical record i.e. information held in coded form.
3. Eligible patients wishing to access their records online are enabled on a patient-by-patient basis by the practice. Patients must actively request such a service, that is, must *opt-in*.
4. The practice will endeavour to promote awareness of patients' right to apply for this service. Dr Neil Bhatia has produced a factsheet for patients to assist this (which will be downloadable from the practice web site).
5. This policy should be read in conjunction with the "Patient Access to Online Services Policy".

Process

6. Patients may or may not choose to request secure online access to their medical record.
7. Patients choosing to do so will have their logon details generated in the usual way, and appropriate services enabled as requested *with the exception of the online records access module*.
8. The request form will be then given *to that patient's registered GP*.
9. By default, it is assumed that all patients will be given *full/detailed access* to their online medical record.

10. The GP may consider that full access is indeed appropriate.
11. The GP may consider that online access to the medical record is not appropriate whatsoever.
12. The GP may consider that access to the "core" summary care record level of data is only appropriate.
13. The GP may consider that access to a "partial clinical record" is appropriate, by restricting areas within the record (as EMIS Web software allows).
14. The GP will mark on the application form the level of access to be granted, and any reasons why such access should not be the default full/detailed.
15. The form will then be passed to the appropriate practice staff to switch on the online records access module and enable the determined level of access.

Assistance for patients

16. Patients who wish for more information can contact Dr Neil Bhatia (Caldicott Guardian) by email or telephone.
17. Dr Neil Bhatia is the practice's nominated "secure online access to medical records expert".

Ongoing maintenance of the policy

18. Dr Neil Bhatia will be responsible for ensuring that the policy is maintained accordingly.

Freedom of information

19. This policy will be available if requested under the FOI Act.
20. This policy will be downloadable from our website.