



PEMBROKE HOUSE SURGERY
PEMBROKE HOUSE, 266-268 TORQUAY ROAD, PAIGNTON DEVON TQ3 2EZ

PATIENT ACCESS REGISTRATION FORM

MAKE GP TELEPHONE APPOINTMENTS, REQUEST REPEAT PRESCRIPTIONS , UPDATE YOUR CONTACT
DETAILS AND VIEW YOUR MEDICAL RECORD ONLINE

PATIENT DETAILS AND DECLARATION

Full Name of Patient : _____

Date of Birth: _____

Full Address: _____

Contact Tel Numbers: Home: _____ Mobile: _____

Work: _____

E-Mail Address: _____

PARENTS/GUARDIANS

If you are requesting access on behalf of a child (up to 16 years#) or for a patient for whom you have legal responsibility please give your details below:

Name of Parent/Guardian: _____

Address of Parent/Guardian: _____

Contact Tel Number: _____

Relationship to patient: _____

Please note that access for the child will be revoked when they reach 16 years of age. They will then need to sign their own request form.

PTO

NEW USERS

- I have registered online and now wish to complete the registration process for PATIENT ACCESS
- I have NOT yet registered and wish to request login details and a password to use PATIENT ACCESS
- TICK HERE IF YOU ALSO WANT ACCESS TO THE MEDICAL RECORD VIEWER

EXISTING USERS

- I am already using PATIENT ACCESS online and now wish to be able to view my medical record
- I confirm that I am the patient detailed above
- Or I am the legal parent/guardian of the child named above and the child is under 13yrs
- Or I have legal responsibility and consent to access the record of patient named above
- I have read and accept the terms and conditions of use

Signed: _____ Date: _____

Once you have your Patient Access Registration letter you will then be able to complete your Patient Access Registration via either :

Pembroke House Surgery Website : www.pembrokehousesurgery.co.uk

Patient Access Website: <https://patient.emisaccess.co.uk>

FOR OFFICE USE ONLY

EMIS NO: _____ Date: _____

ID SEEN: Passport / Driving Licence / Other (please specify): _____

Taken By : _____ Actioned: YES / NO

Signed: _____



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PATIENT ACCESS TERMS AND CONDITIONS OF USE

Once you are registered for Patient Access System you are able to make GP telephone appointments, cancel GP telephone appointments, request prescriptions, update your contact details and view your GP medical record online. The Patient Access medical record viewer allows you to look at summary details of your medical history, including current and past medication.

If you would like to have secure online access to your records we need to make sure that you understand what this involves and that you are happy for us to use the information provided below to set up and operate the service. You will need to provide one form of photographic ID e.g. Passport or Driving Licence.

By signing the attached form you accept the declarations listed below and will be giving us your permission to go ahead with setting up the service for you (subject to your specific access requests).

Pembroke House Surgery make every effort to record information as accurately as possible, however there may be information that you do not feel is correct.

Conditions of Use and Declaration (Please read the following and sign to accept) :

1. I have read and understood the information leaflet about access to GP medical records (only if chosen medical record viewer)
2. I agree to use the system in a responsible manner in accordance with all instructions given to me by the practice. If not, access may be withdrawn
3. If I see information which does not relate to me, I will immediately log out and report the matter to the practice as soon as possible
4. I agree that it is my responsibility to keep my username and passwords secure. If I think these have been shared inappropriately I will reset them using the instructions supplied. I am also responsible for keeping safe any information I may print from the record.
5. If I notice any inaccuracies with my record, I will inform the Practice Manager as soon as possible of any errors or omissions.
6. I understand that I may see information on my record that I was unaware of / have forgotten about that could cause distress
7. Applications are "one per patient". Acceptance of one member of a family does not imply acceptance of other / further family members
8. Appointments booked online should be cancelled by the patient as soon as it is determined that it is no longer required.
9. Repeat prescriptions may only be ordered where these appear on the repeat list, which is provided to patients on the tear-off portion of the last prescription issued. The request must match the repeat list exactly and must be due. Other items ordered or requested using this facility will not be actioned, and no contact will be made with the patient. Prescriptions ordered outside this guideline must be in writing, via fax, email or handed in at Reception.