



PLEASE NOTE:

- We need to see photo ID and proof of address from a utility bill or bank statement. If you are making an application to appoint a proxy, then we need to see this for the proxy too.
- Every application needs a separate email address.
- You will be asked to read a list of things to consider on the back of the application form. Please make sure that you read these very carefully before you make your final decision about whether you'd like to apply.
- Basic access (to order repeat prescriptions) will usually be available within 7 days. (Please check your junk mail as we sometimes end up in there.)
- **Access to medical records and all proxy applications are subject to GP authorisation and can take a number of weeks.**

The Middlewood Partnership

Head Office:

The Waterhouse, Wellington Road, Bollington,

Cheshire SK10 5JH

Surgeries:

Bollington: Bollington Medical Centre

SK10 5JH

Disley: The School House Surgery SK12 2BB

Poynton: McIlvride Medical Practice SK12 1EU and Priorslegh Medical Centre SK12 1GP



Welcome to Patient Access at the Middlewood Partnership

You can order repeat prescriptions and even access your GP records online.

It's quick, easy and your information is secure.

For further information and an application form, please contact a member of our staff.

If you wish to, you can use the internet to request repeat prescriptions for any medications that you take regularly and look at your medical record. You can also still use the telephone or Ask my GP to contact us, or call into the surgery.

Being able to see your record online might help you to manage your medical conditions. It also means that you can access it from anywhere in the world should you require medical treatment while on holiday. The service is available 24/7/365 and can be accessed from your home PC, tablet or mobile phone.

Before you apply for Patient Access there are some things that you need to consider:

- You could just apply to order repeat medications if you would prefer not to have access to your medical records.
- We reserve the right to remove access to the online services in certain circumstances.
- It will be your responsibility to keep your login details and password safe and secure. If you know or suspect that your record has been accessed by someone who you haven't agreed should see it, then you should change your password immediately.
- If you need to change your password, but can't for some reason, we recommend that you contact the surgery so that we can remove online access until you are able to reset your password.
- If you print out any information from your record, it is your responsibility to keep it secure. If you are at all worried about keeping printed copies safe, we recommend that you do not make copies at all.
- The information that you see online may be misleading if you rely on it alone to complete insurance, employment or legal reports or forms. It's possible that you may also find your medical record upsetting, for example if you had forgotten about something in your record or you see an abnormal laboratory result.
- Be careful that nobody can see your records on screen when you are using Patient Access and be especially careful if you use a public computer to shut down the browser and switch off the computer after you've finished.

You could consider asking a trusted person to **apply for proxy access**. If the application is successful, they would be given a set of login details to access whichever of the services you choose on your behalf. This application is made on a specific proxy application form, so just let us know if this is what you would prefer.

Please complete the application form available with this leaflet, or if you want to apply for a proxy please speak to reception.