

Giving employed carers access to your GP online services

easy
read





Reading this booklet

This booklet uses easy words and pictures to help you understand more about GP online services.



You might want to read through it with someone else to support you to understand it more.



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If you have a carer, you can give them access to your GP online services.



Your GP surgery will give them separate log in details.



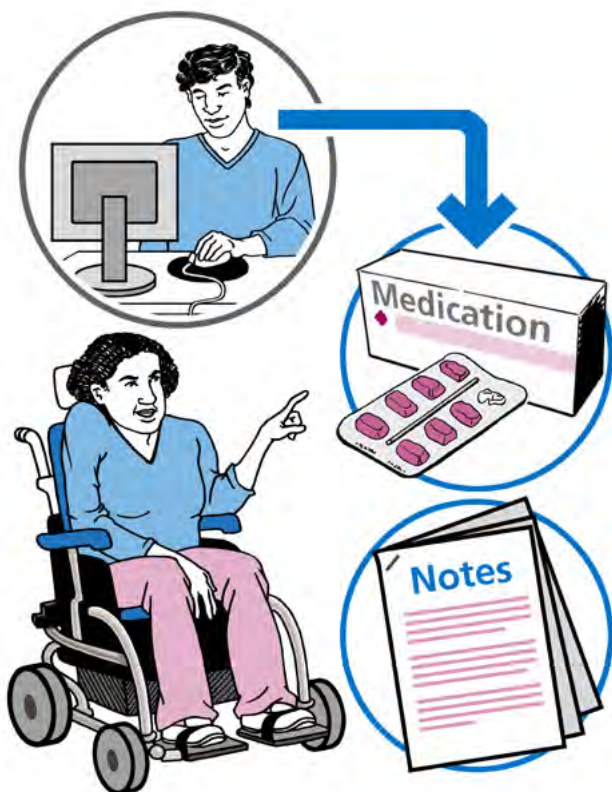
You can decide if you want your carer to have access to your GP online services, depending on your needs.



They can be carers employed directly by you or carers who work for an agency.

They might be a friend or a member of your family who helps you to look after yourself.

You choose which GP online services you want your carer to use, if any.





You might want them to:

- Book and cancel appointments



- Order repeat prescriptions



- Look at your GP record and notes



For more information, ask your surgery for **'Giving another person access to your GP online services'** leaflet.

Your carer's responsibilities

You can add details of how you would like your carer to use your GP online services to their contract.

If your carer doesn't have a contract, you can put the information in the chart on pages 8 and 9 in this document and ask them to sign it.





Signing it means they understand and agree to their responsibilities.



This will also help you to remember what you have asked them to do.

Tick the boxes that you agree with.

My carer can use my GP online services to:

	Book and cancel my appointments	☐
	Order my repeat prescriptions	☐
	Look at part of my GP record	☐
	Look at my full GP record	☐
	Speak to my doctors and nurses. Ask and answer questions about my health.	☐



Keep my information confidential unless I give them permission to share it

☐


Stop accessing my GP online services if they leave this job

☐


If I die, they will not access my GP record

☐


If I become unable to make my own decisions they will speak to my GP surgery who will decide if they should continue having access to my online services

☐


Your carer's signature:

.....

How can I stop the service?



You can choose to take away access to your GP online services from your chosen person at any time.



To stop the service, you need to let your surgery know you would like them to switch off online access for your chosen person and give them the reason.



Your surgery will then stop the service and your chosen person will not be able to use their log in details to look at your information.

Why you may want to stop access



Some reasons you may want to stop access:

- You only needed your chosen person to help you for a short period of time, for example when you were ill and you needed help managing your health
- You want to give access to another person, for example your new carer
- Your relationship with your chosen person has broken down



Further information



These guides provide more information:

- **'Protecting your GP online records'** guide about staying safe online
- **'GP online services'** guide, with help when you forget or lose your login details



You can ask for them at your surgery, on the surgery website, or online at:

www.nhs.uk/GPonlineservices

Help and support



If you need help using the internet, or need advice on how to use GP online services look at the **'GP online services'** guide at your surgery or online at:

www.nhs.uk/GPonlineservices