



Your health in our hands

Online Patient Access Disclaimer

I (the patient) am requesting access to my own records online through the *SystemOnline* service with the ability to access appointment booking/cancelling, ordering repeat prescriptions, access to my medical records and video consultations when they become available in the future. I therefore take full responsibility for access to my account, not allowing anyone else access with my username and password.

Patient Details:

Forename: _____ Surname: _____

DOB: ____/____/____ Address: _____

Contact Telephone/Mobile Number: _____

Would you like to have video consultations in the future? Yes No

Email address: _____ Skype ID.: _____

*If you are completing this form for a patient(s) tick this box:

Relationship to the patient: _____

Name: _____ Signature & Date: _____

*Please also provide me with SystemOnline accounts for the following children at my home address and of whom I am a parent/legal guardian. I understand that these accounts will be revoked on the child's 18th birthday:

Full Name	Date Of Birth	Relationship to child

Review & terms and conditions
Please return your completed application to the surgery
Terms & Conditions of use

- Patients must be aged over 18 years to register for the service.
- The practice will only accept signed applications from individual patients for their **own registration** details. (For example a wife cannot request registration on behalf of her husband).
- Patients will be required to prove their identity as part of the registration process. You will be asked to provide suitable forms of identification. You will need to present a photo ID which shows your address details for example a photo driving licence. If you don't have a photo driving licence you will need a passport and utility bill with your address clearly shown.
- Use of your security details by an unauthorised person may allow them access to confidential medical information about you; therefore these details must be kept confidential at all times.
- Your security details (which are the SystmOnline User Name and passwords) must be kept safe and secure at all times.
- Patients must NOT share their security details to any other person including family and practice staff. We will NEVER ask you for your security details. If someone asks you for these details please inform the practice immediately.
- You must use all reasonable precautions to protect your security details. This includes not using a public computer for access to the service and using the log off icon when you have finished with the service.
- The practice reserves the right to remove access to this service to any patient who abuses or fails to follow any of these guidelines. Abuse of the system includes, but is not exclusive to, the following:
 - a. Repeatedly sending needless or abusive messages to the practice.
 - b. Repeatedly booking and cancelling appointments.
 - c. Repeatedly booking appointments and not attending them.
 - d. Any kind of foul or abusive language being sent through any of the services.
 - e. Booking appointments for patients other than the owner of the account. It is not permitted to book an appointment through an account for a different person to attend.
 - f. Repeatedly requesting prescriptions that you do not need.

Terms of Use

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If you do not agree with these terms and conditions then you may not use this Website.

This website has been created for the sole purpose of providing useful health information and resources for the patients and staff of Bolton Community Practice C.I.C. ("BCP C.I.C") ("We", "Us" and "Our").

Acceptance

BCP C.I.C provides the BCP C.I.C website ("website") for your use subject to the conditions contained in this document. By accessing this site, including browsing, downloading files or following external links, you agree to and are bound by these terms. The terms may be updated at any time and will be posted on the website so please review this page regularly.

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General

While using the website, it is expressly forbidden to transmit obscene or offensive content, disrupt the normal operation of the website, or cause offence, distress, or inconvenience to any person. It is prohibited to copy, adapt, download, make available to the public, or otherwise distribute website content, except with prior permission. This website is controlled and updated by BCP C.I.C from its offices in the United Kingdom; therefore these terms shall be governed by and interpreted in accordance with the laws of England and Wales.

Viruses, Hacking and other Offences

You must not misuse Our site by knowingly introducing viruses, trojans, worms, logic bombs or other material which is malicious or technologically harmful. You must not attempt to gain unauthorised access to Our site, the server on which Our site is stored or any server, computer or database connected to Our site. You must not attack Our site via a denial-of-service attack or a distributed denial-of service attack.

By breaching this provision, you would commit a criminal offence under the Computer Misuse Act 1990. We will report any such breach to the relevant law enforcement authorities and We will co-operate with those authorities by disclosing your identity to them. In the event of such a breach, your right to use Our site will cease immediately.

We will not be liable for any loss or damage caused by a distributed denial-of-service attack, viruses or other technologically harmful material that may infect your computer equipment, computer programs, data or other proprietary material due to your use of Our site or to your downloading of any material posted on it, or on any website linked to it.

Security

The SystmOnline service has been developed, tested and accredited by a government body called NHS Connecting for Health. All personal information used by SystmOnline is secure and protected. It is only available to staff at your practice that have the appropriate security controls, i.e. those managing appointments, repeat prescribing and patient registration.

We regard all your online information as confidential information so we want to safeguard you by asking that everyone who registers for SystmOnline brings along some form of identification before we issue your username and password. If you are housebound please contact the surgery for a home visit from the nurse who can go through the form with you and bring it back to the surgery. We will then send you your username and password by post in an envelope marked 'Private and Confidential'.

Final Word

Please always consult a doctor or other healthcare professional if you require medical help.

Declaration

I confirm that the information provided on this application is correct to the best of my knowledge. I have read, understood, and will adhere to, the Practice Guidance for the use of SystemOnline and understand that failure on my part to adhere to the guidance may result in my online registration being suspended or terminated without prior warning and that this will in no way affect my registration with the practice. I agree to keep my security details safe and secure at all times and will take all reasonable measures to prevent unauthorised access to the service. I also acknowledge that Bolton Community Practice C.I.C. cannot be held accountable for any inconvenience, loss, damages or costs incurred as a result of the online booking system malfunctioning or being otherwise unavailable at any time.

I have read, and agree to abide by Bolton Community Practice C.I.C. Terms & Conditions

Signature: _____ Date: _____

Office use only:

Photographic ID must be photocopied to confirm the patient's identity. The ID and this document must be scanned into the patient record for future reference.

Photo I.D. Shown: Date: ____/____/____

Taken by (Staff name): _____

Branch: _____