**QUEEN EDITH MEDICAL PRACTICE**

**Proxy Access – guide for patients**

A competent patient can choose and consent to allow access to relatives and/or carers. A ‘Consent to proxy access form’ must be completed.

* If the patient **has capacity** to authorise consent they will need to sign the Proxy Access registration form indicating their agreement to the relative/carer having access to their online record. The practice will ensure the level of access granted to the Proxy is appropriate and does not exceed what has been agreed by the patient.
* If the patient **does not** have capacity to consent to grant Proxy Access and proxy access is considered by the practice to be in the patient’s best interest, the patient **will not** need to sign the form. **This will be decided on a case by case basis and the patient and carer may need an appointment with a clinician to assess competency\***. The practice will ensure the level of access granted to the Proxy is appropriate to the patient’s needs.

**Access for children, parents and guardians**

**For Children aged up to 10 years:**

* A parent/carer may apply for Proxy Access for children up to the age of 10 years without the need for patient consent.
* The parent/carer will need to provide proof of relationship to the child – e.g. Birth Certificate as well as 2 proofs of their own ID.
* Proxy access will automatically be disabled when a child reaches the age of 11.

**For children aged 11 – 15 years:**

* A competency assessment will then need to be carried out with a clinician\* to ascertain if the child is able to make an informed choice regarding access to their records.
* A child deemed competent may have access to their online record independently or authorise a parent/carer to have Proxy Access. If authorising Proxy Access the child will need to sign the Proxy Access registration form indicating that their consent.
* Where a child is deemed **not** to be competent, a parent/guardian/carer can apply again for Proxy Access and the child will not need to sign the Proxy Access Registration Form**. (**This will be reviewed by the practice annually, or when the child attends a further appointment – whichever is the sooner)
* The practice will aim to contact parents/carers of children approaching their 11th birthday to remind them that online access could potentially cease, and invite them to come to the surgery for a discussion regarding options available

**If an appointment is required to assess competency, the receptionist will arrange this for you. Both the patient and the person requesting proxy access must attend the appointment.**

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