

Medical Online Services - Your Records

1. To log on to the online services using Leaflet No 1 if you are unsure how to do this.
2. Once you have logged on there are several options available under Your Records. Remember – any that are grey are not available

Your Records

- Patient Record
- Summary Patient Record
- Childhood Vaccinations
- View Test Results
- Record Audit
- Questionnaires
- Manage Sharing Rules
- Sharing Requests
- Consent to Share Settings

Patient Record

3. Click on <**Patient Record**>
(As you move your mouse over it will become underlined)
4. The following screen will now be displayed:

The screenshot shows the 'Patient Record (Page 1/3)' interface. At the top, there are navigation tabs for 'Appointments', 'Medication', 'Records', and 'Account'. The 'Records' tab is active. The page header includes the practice name 'Boultham Park Medical Practice' and contact information. Below the header, there are search filters for dates (06/02/2017 to 06/02/2018), a checkbox for 'Include data recorded with an unknown date', a 'Recorded by' dropdown menu, an 'Entry type' dropdown menu, and a 'Text Search' field with a 'Go' button. Below the filters, there are pagination links 'Previous 1 2 3 Next'. A table of records is displayed below, showing dates, practitioners, and record types.

19 Jan 2018	Dr Vanessa Tan (General Medical Practitioner)	Boultham Park Medical Practice (General Practice)
Medication	Chloramphenicol 1% eye ointment - 4 gram - apply 4 times/day	
05 Jan 2018	Dr Damian Jackson (General Medical Practitioner)	Boultham Park Medical Practice (General Practice)
Test result	Tissue transglutaminase IgA level Report, Normal, No Further Action (Patient Informed)	

5. You can specify the dates between which you wish to view the records but ensure you use the same format that is displayed by the default dates (today's date)
6. You can restrict the information further by using the drop down in the '**Recorded by**' field and selecting from the list of names displayed
7. You can also restrict the information further by defining the type of record you wish to view by using the drop down in the 'Entry type' field. For example: Blood pressure.

8. The **'Text Search'** field enables you to search using free text for a specific word within your records
9. Click on **Go** to apply your options to the list
10. Once you have viewed your records, click **Back** to return to main menu

Summary Patient Record

11. Select this option to view your recorded allergies, sensitivities and medication. The medication is separated into any 'Acute' medication prescribed during the past 12 months and your current repeat medication. **Please note this view of your record is not your actual Summary Care Record (SCR), which is intended to be used by healthcare providers when providing treatment to patients.**

Summary Patient Record	
The allergies, sensitivities and medication displayed below have been taken from Boultham Park Medical Practice	
Allergies and Sensitivities	
Start Date	Details
No information recorded for this section	
Acute Medication (issued in the last 12 months)	
Date Prescribed	Details
19 Jan 2018	Chloramphenicol 1% eye ointment - 4 gram - apply 4 times/day
21 Oct 2017	Chloramphenicol 0.5% eye drops - 10 ml - one drop 4 times/day
24 Jun 2017	Allopurinol 100mg tablets - 90 tablet - one daily for 1 month then 2 daily for a month
Current Repeat Medication	
Date Last Issued	Details
05 Dec 2017	Diprosalic 0.05%/3% ointment (Merck Sharp & Dohme Ltd) - 100 gram - USE TWICE DAILY

12. Once you have viewed your records, click **Back** to return to main menu

Childhood Vaccinations

13. This record shows routine vaccinations you have received

Childhood Vaccinations							
The vaccinations grid below shows the current national routine vaccination schedule. Please note that the routine immunisation schedule has changed over recent years and not all the vaccines may have been available to this patient. Please check with the NHS Choices website (www.nhs.uk) for more details on vaccinations. The information displayed on this page has been taken from Boultham Park Medical Practice							
Vaccination	2 mths	3 mths	4 mths	12 mths	13 mths	40 mths	13-18 yrs
Diphtheria	Part 1 Due on: 11 Jan 1960	Part 2 Due on: 11 Feb 1960	Part 3 Due on: 11 Mar 1960			1st Booster Due on: 11 Mar 1963	2nd Booster Due on: 11 Nov 1972
Tetanus	Part 1 Due on: 11 Jan 1960	Part 2 Due on: 11 Feb 1960	Part 3 Due on: 11 Mar 1960			1st Booster Due on: 11 Mar 1963	2nd Booster Due on: 11 Nov 1972
Pertussis	Part 1 Due on: 11 Jan 1960	Part 2 Due on: 11 Feb 1960	Part 3 Due on: 11 Mar 1960			1st Booster Due on: 11 Mar 1963	
Polio	Part 1 Due on: 11 Jan 1960	Part 2 Due on: 11 Feb 1960	Part 3 Due on: 11 Mar 1960			1st Booster Due on: 11 Mar 1963	2nd Booster Due on: 11 Nov 1972

14. Once you have viewed your records, click **Back** to return to main menu

Test Results

15. This record shows the results of medical tests you may have had during the last three months

Test Results

This page allows you to view your test results after they have been processed by Boutham Park Medical Practice.

Show results between and [Go](#)

Date	Result Type	Details	View Result
05 Jan 2018	Pathology	Tissue transglutaminase IgA level, Read	View

[Back](#)

16. You may specify the dates between which you wish to view the records but ensure you use the same format that is displayed by the default dates

17. Once you have viewed your records, click [Back](#) to return to main menu

Questionnaires

18. This is used for any online questionnaires published by the Practice

Manage Sharing Rules and Sharing Requests

19. Before using these functions please discuss this with your GP.
20. To help with your care, NHS health and social care organisations can view your medical information from other organisations (your 'shared record'). You can control which organisations can see your record using the options available in these areas