

{Kindly submit this form in person along with your Photo ID}

## Registration form for SystemOnline

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### Examples of identification to be produced at the point of registration for online access & change of password

Patient Name ..... Date of Birth .....

Address .....

E-Mail address..... Telephone No: .....

A combination of the following can be accepted, as identification and at least one **SHOULD** be a photo ID, along with one document containing the patient's address:

#### **One of the Following Photo ID**

Valid Photo-card Driving Licence     Valid Passport     Valid Bus Pass

#### **One of the Following Proof of Address (must all be recent documents)**

Local authority rent card     Paid Utility bills     Bank/Building Society Statement  
 Pay slip     P60     Papers from a government department  
 Letter from benefit agency     House or motor insurance certificate

To ensure confidentiality we are only able to accept registrations in person – i.e. you cannot give your details to anyone else to register for you

The following documents **SHOULD NOT** be accepted as proof of identity

● Library card ● Video rental card ● Health club card ● Private rent card ● Birth Certificate (Adult patient)

### Patient Consent Form

I consent to the practice providing me with the online facility to book/cancel appointments and order repeat prescription through **SystemOnline**. It is my responsibility to keep my account secure by keeping my log in details confidential. I understand that I can terminate my account at any time by contacting the surgery, or change my log in details by re-registering, and that this form will be kept on my electronic records. I would use this service responsibly and in the case of any abuse of the service, Oakwood Surgery can prevent me from accessing the service by stopping the username and password from working. Examples of irresponsible use of the system may include, but are not limited to:

- Registering at a GP practice outside your catchment area
- Booking appointments you have no intention of attending
- Repeatedly booking and then cancelling appointments
- Repeatedly requesting prescriptions that you do not need

The practice is committed to protecting my privacy online. The personal information I enter on this website is strictly controlled. Information entered is available only to members of staff with appropriate access rights at Oakwood Surgery - i.e. those managing appointment booking, repeat prescribing and patient registration. Patient's personal information will not be shared with any third parties. Patient's personal information will not be sold to any third parties.

Patient Sign ..... Date .....

### Surgery staff to complete:

Instructions & Login given     Form put in Patient file for collection     Details updated on SystemOne

Staff Name & Signature ..... Date .....

**Document now to be scanned onto patient records 'Online access' and then filed in patient's manual records with ID details**