

Appendix 5

APPLICATION FOR GP PRACTICE TO BECOME PAPERLESS

To: _____ NHS Board

From: _____ Practice

I/we the undersigned wish to apply for consent to keep our NHS patient medical records in

electronic format. Furthermore, I/we confirm that:

1. the practice computer system is fit for purpose;
2. the computer system security measures and audit functions are enabled;
3. the practice will not seek to disable the security and audit functions;
4. all the GPs in the practice are aware of and undertake to have regard to the Good Practice Guidelines for General Practice Electronic Patient Records v3 (Scottish Revision Version 1.0), prepared by the Joint Computing Group of the General Practitioners Committee and the Royal College of General Practitioners (sponsored by the Department of Health).
5. the practice has IT recovery arrangements verified by their system supplier; and
6. the practices has in place a security policy that complies with current good practice.

Practice computer system name and version:

.....

Practice registered name and number under the Data Protection Act:

.....

I/we agree that a full patient record will continue to be forwarded when requested to the NHS

Board and that will contain all relevant records including a printout of the entire computer

record, including word-processed or scanned documents.

I am/we are aware that compliance with these conditions can reasonably be audited by the NHS Board.

Signed by all GMS list principals or Sections 17C practitioners at the practice.