# User note

The information in this leaflet can be used by:

* adding your organisation’s logo, address and contact details to the leaflet and deleting this user note
* copying the text and adding to your own information leaflet
* copying the text and adding it to your organisation’s website

It has been written in plain English and meets accessibility requirements.

**<Insert date>**

Dear **<insert resident’s name>**

# Access to information in your GP online record by authorised care staff | Helping us to help you

To help us continue to provide you with the best possible care, your GP has agreed to allow authorised care staff from this home to access certain parts of our residents’ GP online records. As well as being able to order medication for you online instead of on paper, we may be able to check your allergies and sensitivities, see test results, past medical history, referral or discharge letters.

With your agreement, we want to start this new way of sharing information from **<Insert date>**.

A short leaflet is attached to explain how this will work. Please read the leaflet and let me or any of the staff know if you have any questions or concerns.

A consent form is also enclosed. We will need you to sign this form, which gives us permission to ask your GP to set this up on their computer system.

Yours sincerely

**<insert name>**

**Care Home Manager**

**<Insert phone number and email address>**