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**Beech House Surgery**

**Request for a My Health Online Account**

My Health Online is a new online service brought to you from NHS Wales. My Health Online offers patients the convenience to book appointments using the internet. Depending on your practice you may also be able to order repeat prescriptions online or change your contact details. If you wish to register to use My Health Online please fill in the boxes below. To protect patient confidentiality you must provide documents so we can make sure you are who you say you are. When you next visit your practice please return this form with identification and proof of address, preferably photo ID (e.g. driving licence or passport) and a current utility bill.

**Request for a My Health Online Account**

Please set up a My Health Online Account and issue me with a letter containing my account details.

|  |  |  |
| --- | --- | --- |
| Full Name |  | |
| Date of Birth |  | |
| Address |  | |
| Phone Number |  | |
| Mobile Number |  | |
| Email  *It is recommended that the email address you use for My Health Online is only accessible by you i.e. it is not advisable to use the same email address as other householders’/family members’ My Health Online account.* | | |
| Signature |  | Date: |

*The following sections to be completed by practice staff.*

**Practice Checklist**

The following checks should be completed before a patient can receive access to My Health Online.

1. Patient’s identity verified by document

Details of documents checked and added to the GP system

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1. Patient’s name and date of birth checked on this form and updated on the clinical system. (if necessary)
2. Registration process and next steps to registration explained
3. Patient Guide and Frequently Asked Questions provided to patient
4. Advise patients to register their online account over the next 24 – 48 hours
5. Sent for scanning into patients notes

Meddygfa Beech House Surgery

**Cais am Gyfrif Fy Iechyd ar Ar-lein**

Gwasanaeth ar-lein newydd yw Fy Iechyd Ar-lein sy’n cael ei ddarparu ar eich cyfer gan GIG Cymru. Mae Fy Iechyd Ar-lein yn cynnig cyfleuster i gleifion wneud apwyntiadau ar-lein drwy ddefnyddio’r rhyngrwyd. Yn dibynnu ar eich practis mae’n bosibl y byddwch yn gallu archebu presgripsiynau ar-lein neu newid eich manylion cyswllt. Os ydych yn dymuno cofrestru i ddefnyddio Fy Iechyd Ar-lein llenwch y ffurflen isod os gwelwch yn dda. Er mwyn diogelu cyfrinachedd i gleifion, mae’n rhaid i chi ddarparu dogfennau fel y gallwn ni sicrhau mai chi yw pwy rydych yn dweud yr ydych chi. Y tro nesaf y byddwch yn ymweld â’ch meddygfa, dychwelwch y ffurflen wedi ei llenwi â dewch â phrawf adnabod â llun arno (e.e. trwydded yrru neu basbort) a bil cyfleustodau cyfredol am phrawf cyfeiriad.

**Cais am Gyfrif Fy Iechyd Ar-lein**

A wnewch chi sefydlu Cyfrif Fy Iechyd Ar-lein ar fy nghyfer ac anfon llythyr ataf sy’n cynnwys manylion fy nghyfrif.

|  |  |  |
| --- | --- | --- |
| Enw Llawn |  | |
| Dyddiad Geni |  | |
| Cyfeiriad |  | |
| Rhif ffôn |  | |
| Ffôn symudol |  | |
| E-bost  *Argymhellwn eich bod yn defnyddio cyfeiriad e-bost sy’n cael ei ddefnyddio gennych chi yn unig at ddiben Fy Iechyd Ar-lein, hynny yw, ni ddylech ddefnyddio’r un cyfeiriad e-bost ag unrhyw aelod arall o’ch aelwyd/teulu ar gyfer cyfrifon Fy Iechyd Ar-lein* | | |
| Llofnod |  | Dyddiad : |

*Staff y Feddygfa i lenwi’r adrannau canlynol.*

**Rhestr Wirio’r Feddygfa**

Dylid cwblhau’r gwiriadau canlynol cyn y gall claf dderbyn mynediad at Fy Iechyd Ar-lein.

1. Gwirio hunaniaeth y claf drwy ddogfennaeth

Gwirio manylion dogfennau a’u hychwanegu at system y meddyg teulu

………………………………………………………………………………………………………………………

1. Gwirio a diweddaru enw a dyddiad geni’r claf ar y system glinigol (os yn angenrheidiol)
2. Esbonio’r broses gofrestru a’r camau nesaf at gofrestru
3. Rhoi Taflen Wybodaeth Glaf a Chwestiynau y Gofynnir yn Aml I’r claf.
4. Cynghori cleifion i gofrestru eu cyfrif ar-lein dros y 24-48 awr nesaf
5. Anfon i'w sganio i mewn i nodiadau cleifion