



Giving someone else access

to your medical records

Your partner, child or other relative can be given access to your online file on mijnspaarnegasthuis.nl. Your permission is required to grant them access.

Why give access?

It can be nice to have someone else involved in things like viewing the results of an examination, checking the medication in your file or making an appointment. Parents or guardians can also access their child's records online. The proxy (the person you authorise to view your medical records) does not have to be a patient at Spaarne Gasthuis.

How can you give someone else access to your online file?

- Fill in the form in this leaflet
- and hand it in at the outpatient clinic or at the patiënt information department together with the person you want to authorise. Make sure you both bring identification.
- When the clinic staff have processed the authorisation in the system, they will print out a letter for you with more information.
- You sign in using DigiD with SMS verification or through the DigiD app. This secure sign-in method ensures that you are the only person who has access to your account. You can also use the app to view mijnspaarnegasthuis.nl on your mobile phone.
- After logging in to mijnspaarnegasthuis.nl, you will see one or two bullet points in the top left-hand corner of the screen: your file and/or the authorised file.

If the person you want to give access to your file also has a MijnSpaarneGasthuis account,

- you can easily arrange access for them yourself.
- To do so, sign in to MijnSpaarneGasthuis.
- Click on 'Menu'.
- Under 'Share', click 'Share/download file' and then 'Access by family and relatives'.
- Click on 'Invite someone', fill in the details and click on send invitation.
- The proxy will receive an email with information to sign in to your file using their DigiD code with SMS verification.

Children and MijnSpaarneGasthuis

Your child's age determines how you can access their file; sometimes, their permission is required. There are three possible situations:

• ***Your child is under 12 years of age***

- Your **child's DigiD** only gives you limited access to your child's file. It only allows you to make an appointment for your child, prepare for the appointment and register your child online for the appointment via the MijnSpaarneGasthuis app.
- To access your child's entire file, please complete an authorisation form. To do this, you and your child should report to the outpatient clinic's reception desk, the department's reception desk in the central hall or the patient information department. You will need to show both your and your child's identification. Your child's file can be linked to your file as a parent after your identities have been verified. You will only be able to view your child's entire file after this link has been established. To view your child's entire file, you must always log in with **your own DigiD**. Your child's DigiD only gives you limited access to your child's file.

• ***Your child is between 12 and 16***

If you had access to your child's file before they turned 12, the link with your file will automatically be removed, as children between 12 and 16 have the right to make their own decisions, together with their parent(s). A new authorisation form must be completed, on which your child also permits you, the parents, to access their file. Once authorisation has been given, your child's file can be linked to your file. You can only view your child's file if the link has been established.

• ***Your child is 16 years or older***

If you had access to your child's file before they turned 16, the link with your file will automatically be removed, Your 16-year-old child is considered an adult and will have to authorise you, the parents, to access their file. Your child can sign in to their file with their own DigiD.

What rights does the proxy have in the file?

The proxy has almost the same rights as the patient whose file is concerned. The only thing the proxy cannot do is change the patient's personal data.

Rights after the patient's death

After the patient's death, the proxy will no longer have the right to access the patient's online file.

After the patient's death, the doctor may not disclose any information about the patient or provide a copy of the medical file to the next of kin. Patient confidentiality does not end after the patient's death. The patient can no longer give consent.

After the patient's death, the proxy (next of kin) may only obtain a copy of their medical record in the following cases:

- the deceased patient granted permission for this during their lifetime, and their authorisation was recorded in writing or electronically;
- a surviving relative has been notified by the hospital that an incident has taken place pursuant to the Dutch Care Complaints and Disputes Act;
- a surviving relative has a significant interest for which the information from the medical file is strictly necessary, and said interest outweighs patient confidentiality. This could be the case for a hereditary disease or medical error, for example.

The next of kin can send a letter with:

- a copy of their identity document;
- the reason for the request;
- the patient's name, date of birth;
- their own name, date of birth and relationship to the patient;
- their own contact details (telephone number and possibly email address).

Send the letter to:

Spaarne Gasthuis
Attn: Legal Officer
P.O. Box 417
2000 AK Haarlem

The legal officer will assess the application. You will receive a response within 30 days.

Questions

If you have any questions, please ask them at the outpatient clinic or contact the patient information department

- by email at mijn@spaarnegasthuis.nl or
- by phone on +31 23 224 0224 from Monday to Friday between 09:00–12:00 or 13:00–16:00.

Application form for mijnspaarnegasthuis.nl authorisation

Patient data

Proxy data (the person given access to view your file)

Name:

Name:

Date of birth:

Date of birth:

Address:
.....

Address:
.....

Mobile phone number:

Mobile phone number:

Email address:
.....

Email address:
.....

BSN (Citizen Service Number):
.....

BSN (Citizen Service Number):
.....

Make your choice:

- I want to give someone else access to my myspaarnegasthuis.nl file / I want to access someone else's file. This also applies to your child from the age of 16. Proceed to 1)
- I want to access my child's (aged 0–11) mijnspaarnegasthuis.nl file. Proceed to 2)
- I want to access my child's (aged 12–15) mijnspaarnegasthuis.nl file. Proceed to 3)

1. I want to give someone else access to my myspaarnegasthuis.nl file / I want to access someone else's file. This also applies to your child from the age of 16.

The undersigned, patient, hereby grants the aforementioned proxy access to the medical information collected in their online file at mijnspaarnegasthuis.nl. This application is signed by the patient and has attached valid proof of identity for both the patient and the proxy.

Signed in(place) on(date)

Patient's signature:

Patient's driving license / passport / ID card, number.....

Proxy's driving license / passport / ID card, number.....

2. I want to access my child's (aged 0–11) mijnspaarnegasthuis.nl file.

Signed in(place) on(date)

Parent's signature:

Parent's driving license / passport / ID card, number.....

3. I want to access my child's (aged 12–15) mijnspaarnegasthuis.nl file.

Signed in(place) on(date)

Parent's signature:

Parent's driving license / passport / ID card, number.....

Patient's signature/initials:

After the patient's death, the proxy will no longer have access to the patient's medical file. To find out how to obtain a copy of the patient's medical record after their death, read how and whether you can request access in the leaflet 'Giving someone else access to your medical records' under the heading 'Rights after the patient's death'.

Waar zijn we te vinden?

Haarlem Zuid
Boerhaavelaan 22
2035 RC Haarlem

(023) 224 0000

Haarlem Noord
Vondelweg 999
2026 BW Haarlem

www.spaarnegasthuis.nl

Hoofddorp
Spaarnepoort 1
2134 TM Hoofddorp

info@spaarnegasthuis.nl