

Important information about your detailed health record



The GP practice or clinical service you are attending uses a secure computerised records system, which allows clinical staff to share information in your record to ensure the best care can be provided to you.

A facility is now available in this system which allows you to have control over how your record is shared between the different teams of clinical staff treating you both now and in the future.

You will be asked at each location where you are treated to agree to make your clinical record sharable with other NHS staff that you are under the care of.

Any time in the future you can request that this is changed.

If you consent to share your information

- Your record from your treatment by this service/practice will be available to other clinical services who need to treat you or are treating you and who use a compatible system. Your consent to view (share in) can be specified at each service
- Only staff with a legitimate clinical reason to access your record may do so
- All access to patients computerised records are automatically recorded with the date, time and person who accessed the record
- Staff are restricted to certain functions and views depending on their professional role
- It is also possible for you to request, at any time, that a particular part of your record e.g. a particular consultation is marked as private (non-shareable)

If you do not consent to share your information

- Your full record of treatment by this service/practice will NOT be available to other clinical services that need to treat you
- Having access to all the current information is important in being able to provide you with the best quality of care
- You would need to take extra care to ensure that if you are treated by other services you are able to provide them with the information about yourself that they might need
- You can change your mind at any time

In the event of an emergency:

In certain circumstances, such as if you are unconscious or there is a court order, healthcare staff may look at your record without asking you. If they have to do this, a note will be made on your record.

If we share information without your permission we will make sure that we keep to the Data Protection Act 1998, the NHS Confidentiality Code of Practice and other national guidelines on best practice.

More information is available in 'The Care Record Guarantee' which you can access at <http://www.nhscarerecords.nhs.uk/carerecords> or available on request from reception.

For further information regarding sharing please ask for a leaflet from reception.

Please let us know your sharing preferences