

## Important information about your detailed health records

The General 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 shareable with other NHS staff that you are under the care of.**

At 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 practice or department 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 patient's computerised records is 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 with your GP) is marked as private (non-shareable).
- It is also possible for you to ask that your record is not shared between different NHS organisations (i.e. GP, Care Trust, Hospitals etc) but allow it to be shared between departments in those organisations.
- Again the same rules of confidentiality and access described above apply.

### **If you do not consent to share your information:**

- Your full record of treatment by this practice or department 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 any information about yourself 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. There is more information about existing guidelines at: [www.nhscarerecords.nhs.uk/carerecords](http://www.nhscarerecords.nhs.uk/carerecords)

PLEASE LET US KNOW YOUR SHARING PREFERENCES