

## Shared Medical Record

From time to time it is helpful for us to be able to share information about your health and care requirements with other health organisations that are responsible for your health care. Work has been ongoing to improve the way that medical records are made available to treating clinicians nationally. As a result of this work we are now able to share clinical information between health professionals including other GP practice, child health services, community health services, hospitals, out of hours, palliative care and similar.

Sharing of information in this way is designed to ensure that the healthcare professional looking after you has the most relevant information to enable them to provide you with the most appropriate care. The type of information shared includes a summary of current problems, current medication, allergies, recent tests, diagnosis, procedures, investigations, risks and warnings – all information is currently held in your GP system record (unless marked as private).

Whenever a clinician from another healthcare organisation wishes to view your record they should seek your permission before doing so: if you say "no" they will not be able to see any information. We have automatically set up the sharing facility to allow your information to be shared. However, if you do not wish us to share your information in this way please let us know and we will ensure that your information is not shared.

Sharing information helps clinicians to make decisions based upon wider knowledge of you and also helps to reduce the number of times you or your family members are asked the same question. **In short, it assists clinicians to provide more "joined up care".**

An audit log is maintained showing who has accessed your record, and when, and you are entitled to request a copy of that log.

## Other Agencies

The NHS may not be the only government service to provide you with the care you need. It may be necessary for us to provide information to other agencies directly involved in your care. Under these circumstances we will seek your consent before information is shared.

We may request your specific consent to use personal information in research projects or other non-medical aspects of treatment. If you do not wish your information/medical records to be accessed for such a purpose, please inform a member of staff.

## Can you ask for your information not to be shared?

You can ask for any information and/or consultation to be marked as **private**. This means that viewing this particular information and/or consultation is restricted to staff (clinical and non-clinical) in the practice, but allows the rest of the record to be viewed by whoever is treating you. It is your responsibility to tell us if there is any information that you wish to be marked as private.

## Can I change my mind?

**Yes**, you can always change your mind and amend who you give consent to see your records.

For instance, you can decline to share your records out from the surgery, but if you build up a relationship with the physiotherapist who was treating you and they ask you if they could look at an x-ray report, you could give your consent at that point for them to view your records.

You will be referred back to us to change your preference, so the physio treating you should – with your permission – be able to see your records by the time of your next appointment.

## If I decline - what happens in an emergency?

In the event of a medical emergency, for instance if you were taken unconscious to A+E, and the clinician treating you feels it is important to be able to see your medical records, he will be able to override any consents set.

However, the doctor has to give a written reason for doing so. Where this happens an audit is undertaken by the local Caldicott Guardian (the person with overall responsibility for Data Protection compliance).