

SYSTMONLINE

If you wish, you can now use the internet to book appointments, request repeat prescriptions and look at your medical record online. You can also still use the telephone or call in to the surgery for any of these services - It's your **choice**.

Being able to see aspects of your record online might help you to manage your medical conditions. It also means that you can access the information from anywhere in the world should you require medical treatment on holiday .



If you decide to register for access to Online Services you will be given login details, so you will need to think of a password which is unique to you.

It will be your responsibility to keep your login details and password safe and secure. If you know or suspect that your record has been accessed by someone that you have not agreed should see it, then you should change your password immediately.

If you print out any information from your record, it is also your responsibility to keep this secure. If you are at all worried about keeping printed copies safe, we recommend that you do not make copies at all.

The practice has the right to remove online access to services for anyone that doesn't use them responsibly.

To register for Online Access, please complete the Registration Form which is available at reception or on our website. We will require two forms of identification.

Before you apply for online access to your record, there are some other things to consider. Although the chances of any of these things happening are very small, you will be asked that you have read and understood the following before you are given login details.

Forgotten history: There may be something you have forgotten about in your record that you might find upsetting.

Abnormal results or bad news: You may see something that you find upsetting before you have spoken to your doctor or while the surgery is closed and you cannot contact us.

Choosing to share your information with someone: It's your choice, but also your responsibility to keep the information safe and secure.

Coercion: If you think you may be pressured into revealing details from your patient record to someone else against your will, it is best that you do not register for access at this time.

Misunderstood information: Your medical record is designed to be used by clinical professionals. Some of the information may be highly technical and not easily understood. If you require further clarification, please contact the surgery for a clearer explanation.

HADDENHAM SURGERY

NEW PATIENT INFORMATION

Welcome to **HADDENHAM SURGERY**. In order for us to complete your registration, please complete the attached forms and return all of the following to the surgery. We will also require your NHS Number (available from your previous GP)

1. New Patient Registration Form
2. Consent to Record Sharing
3. Request for Online Services (if required)
4. List of Repeat Medications (if required - right side of prescription - available from your previous GP)

We will also need you to bring two forms of valid identification (one photo one address) for each new adult applicant. These must be original copies, we can not accept photocopies. Suitable identification includes:

1. Photo identity - current passport or photo driving licence
2. Address identity - utility bill, council tax bill, rental or solicitor's letter (dated within last three months)

Each application on behalf of a child (16years and below) will need to be accompanied by either a birth certificate or medical card.

The **NHS Health Check** is part of a national scheme to help prevent the onset of heart disease, stroke, diabetes, kidney disease and dementia. Everyone between the ages of **40 and 74** who has not been diagnosed with the conditions mentioned above is entitled to have this check. If you have not had an NHS Health Check within the last five years - please make an appointment at reception.

More information about Summary Care Records, Record Sharing and Online Access together with all the necessary forms can be found on our website:

www.haddenhamsurgery.nhs.uk/information for new patients



SUMMARY CARE RECORD

Your emergency care summary

CONFIDENTIAL

OPT-OUT FORM

Request for my clinical information to be withheld from the Summary Care Record

If you **DO NOT** want a Summary Care Record please fill out the form and send it to your GP practice

A. Please complete in BLOCK CAPITALS

Title _____ Surname / Family name _____

Forename(s) _____

Address _____

Postcode _____ Phone No. _____ Date of birth _____

NHS Number (if known) _____ Signature _____

B. If you are filling out this form on behalf of another person or a child, their GP practice will consider this request. Please ensure you fill out their details in section A and your details in section B

Your name _____ Your signature _____

Relationship to patient _____ Date _____

What does it mean if I **DO NOT** have a Summary Care Record?

NHS healthcare staff caring for you may not be aware of your current medications, allergies you suffer from and any bad reactions to medicines you have had, in order to treat you safely in an emergency.

Your records will stay as they are now with information being shared by letter, email, fax or phone.

If you have any questions, or if you want to discuss your choices, please contact your GP practice.

FOR NHS USE ONLY

Actioned by practice: yes / no _____

Date _____

Ref: 4705

There is a Central NHS Computer System called the Summary Care Record (SCR).

It is an electronic record which contains information about the **medicines** you take, **allergies** you suffer from and any **bad reactions** to medicines you may have had.

Storing information in one place makes it easier for healthcare staff to treat you in an emergency, or when your GP practice is closed. This information could make a difference to how a doctor decides to care for you, for example which medicines they choose to prescribe for you.

Only healthcare staff involved in your care can see your Summary Care Record.

If you do not want your clinical information on the SCR complete this form that can be found on our website. Under "Information for New Patients" and return it to the surgery.

Your health record and sharing of information



We use a secure electronic health records system called SystmOne. With your permission, this system can allow clinicians to share your full record held here with other healthcare services who are providing care for you. These other services will ask your permission to view your record.

Many organisations use SystmOne including GP practices, out of hours services, children's services, community services and some hospitals. Sharing your health record will help us deliver the best level of care for you.

HOWEVER, in order for your record to be shared at all we need to turn the option on at the practice. If it is not turned on at the practice, your record can not be shared even if you would

Your choices at each practice or service

like it to be. The sharing option **MUST BE** switched on at the practice.

You have two choices which allow you to control how your record is shared. You can change these choices at any time by letting the practice or individual service know.

Sharing OUT - This controls whether your information recorded at this practice can be shared with other healthcare services.

Sharing IN - This determines whether or not this practice can view information in your record that has been entered by other services who are providing care for you, or who may provide care for you in the future.

Imagine you're receiving care from the District Nurses and a smoking clinic.

1. You **DO** want your GP and District Nurse to share information with each other
2. You **DO** want your GP and District Nurse to know your progress at the smoking clinic
3. You **DON'T** want the smoking clinic to see any of your other medical information.



Your sharing choices at each practice or service would be:

- The GP can share information IN and OUT.
- The district nurse can share IN and OUT.
- The smoking clinic can only share information OUT but not IN.

You can change your choices at any time. Let each practice or service know.

SUMMARY CARE RECORD ~ ADDITIONAL INFORMATION (SCRAI)

It is now possible for more relevant information from your record to be available to healthcare staff when you receive treatment away from the GP surgery. If they know about your care, it could stop them making a mistake because they could see your information straight away on a computer.

Addition Information might include: Operations, Vaccinations, Long Term Conditions and other relevant medical history.

This Additional Information is also held on the central data base and is available to clinicians regardless of the computer system they use. Further information about SCRAI can be found

What is my Summary Care Record?

Your Summary Care Record (SCR) is a copy of key information held in your GP record.

It provides authorised healthcare staff with faster, secure access to essential information about you and is used when you need unplanned care or when your GP practice is closed.



Your SCR contains information on medicines you are taking, any allergies you suffer from and any bad reactions to medicines that you have previously experienced.

Can more information be added to my Summary Care Record?

Yes. Ask your GP practice to add information to your record. You can change your mind at any time by simply informing your GP practice.



Essential details about your healthcare can be very difficult to remember, particularly when you are unwell.

If you choose to add more information to your SCR it means that when you need healthcare, you will be helped to recall this vital information.

What other information can be added to my Summary Care Record?

Your long term health conditions - such as asthma, diabetes, heart problems or rare medical conditions.

Your relevant medical history - clinical procedures that you have had, why you need a particular medicine, the care you are currently receiving and clinical advice to support your future care.

Your health care preferences - you may have your own care preferences which will make caring for you more in line with your needs, such as special dietary requirements.

Your personal preferences - you may have personal preferences, such as religious beliefs or legal decisions that you would like to be known.

Immunisations - details of previous vaccinations, such as tetanus and routine childhood jabs.

Specific sensitive information - such as any fertility treatments, sexually transmitted infections, pregnancy terminations or gender reassignment will not be included, unless you specifically ask for any of these items to be included.

If this information isn't included in your SCR you may have to remember it and repeat it to healthcare staff treating you.

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such as fertility treatments,
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