**Who will have access?**

Only a limited number of clinical staff working in the following areas of the Hospital will be able to access your Practice Health Records:

* Accident & Emergency (A&E)
* Emergency Assessment Unit
* The Care of the Elderly Wards

In line with our commitment to patient confidentiality, the Practice will undertake regular reviews of what patient information has been accessed by the Royal Surrey Hospital and the reasons for them accessing this.



**If I am happy for my information to be shared – do I need to inform my GP?**

If you are happy for your Practice Health Records to be shared (and have not previously informed us that you do not want us to share information relating to you) then you do not need to do anything.

**What if I don’t want my records to be shared?**

We understand that some patients may wish for their Practice Health Records not to be shared under these arrangements and therefore you can let us know this by completing an Opt-out Form (available from Reception or via our website).

You can change your mind at any time and as many times as you wish - just inform the Practice so we can ensure your wishes are respected and kept up-to-date.

Your eligibility to receive care and services will not be affected in any way should you choose to opt-out of having your records shared under these new arrangements.

Please note that Health Records for patients who have opted-out of having their Summary Care Record shared will not be made available under these new arrangements.



**Please contact the Practice Manager If you require this information in a different format or need further information or assistance.**



**Sharing Your Practice Health Records with the Royal Surrey County Hospital**



**This leaflet explains:**

* **What the new information sharing arrangements are**
* **When they will start**
* **Why patient information will be shared**
* **How your information will be used**
* **How you can opt-out of having your information shared**

Version 0.1

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**Introduction**

**All patients of the Practice should be aware that from 1 December 2017 we will be introducing new arrangements that will allow certain staff within the Royal Surrey County Hospital to directly access your Practice Health Records, if you require treatment by them.**

**Is this not happening already?**

At present staff at the Hospital only have access to information included within your Summary Care Record (unless you have let us know that you do not want this to be shared).

Any additional information they require for your treatment has to be provided by the Practice, either when we refer you for treatment or when we receive a request for this from the Hospital.

**What are the benefits?**

These new arrangements aim to improve the care you receive at the Hospital, particularly in cases of unplanned or emergency admission.

They will provide the clinicians who will be treating you with quick and secure access to relevant information from your Practice Health Records at all times of the day or night.

**What information will be shared?**

The information from Practice Health Records to be made available under these new arrangements includes:

* Summary health information (including allergies, any recent alerts and your health status);
* Records taken by your GP during consultations with them;
* Your medical history, details of any medical problems you suffer from, and the outcomes of any investigations or examinations undertaken previously;
* Details of the medication you take and any immunisations you have had;
* Records of any referrals to other health care providers;
* Details of any Care Plans that are currently in place for you.

**How will the information be used?**

The Hospital will only access information held in your Practice Health Records for the purpose of providing you with the best possible care and treatment.

Information will be kept confidential by the Hospital and will not be passed to any other organisations by them unless you have consented to this (e.g. in case of an insurance claim) or the Hospital is required to do this by law (e.g. where there is a court order or where this is required for your safeguarding or that of another individual).

**Will I know when my records are accessed?**

In most cases the staff treating you at the Hospital will ask for you to provide consent for them to access your Practice Health Records.

However, if you are unconscious, or otherwise incapacitated, a clinician involved in providing your care can decide to access your records if they believe it is in your best interests to do so.

**Will the Royal Surrey be able to access my records even if I am not a patient at the hospital?**

This is a very important question. It will be theoretically possible for the hospital to access the record of any patient who has not opted out of record sharing. However, it would be a highly unprofessional act to do so if the hospital clinician was not giving clinical care to the person whose record was being viewed. Any access to records is fully auditable and the practice will be conducting a weekly audit of all records accessed by the hospital to ensure that the system is never abused.