

Bramley Village

Health and Wellbeing Centre

You and your medical records

Bramley Village and Wellbeing Centre aims to provide the best possible medical care for our patients, and in order to help us do this we need to keep accurate medical records for each patient. These records contain:

- Your personal information
- A summary of your medical history
- Details of the medication you are taking and have taken in the past as well as a list of medication to which you are sensitive or allergic
- A list of the immunisations you have had
- Details of all consultations you have had with a doctor or nurse at the surgery either in person or by telephone
- Copies of all correspondence to and from Specialist Consultants and other Healthcare Services that you have seen
- Any other information relevant to helping support the medical care we can provide

Most of this information is held electronically using our computer system called SystmOne, although much of the older information is still kept in the paper Lloyd George notes.

This information is needed to help us:

- Provide you with your medical care
- Ensure the continuity of your medical care
- Review the care that we provide to make sure it is of the highest standard•
 Ensure we offer you the health promotion advice and assessments to which you are entitled, including valid health screening for certain medical conditions
- Train and educate future medical staff
- Identify future public health needs
- Ensure that all appropriate medical services are commissioned

We are all committed to protecting your confidentiality and the information contained within your medical records, and we are required to do this within the specifically defined legal framework set out in law. Staff at the surgery will only access the information that they need, to carry out their particular role, in providing you with your medical care, in line with the Caldicott principles.

Sharing your confidential medical records with other healthcare professionals that treat you is an important way to support the continuity of your medical care, and help ensure it is safe, effective and efficient. We do this with your implied consent, for example when we arrange to refer you to a hospital consultant or specialist. To get the best advice, it is important that the consultant has full knowledge of your medical history. We can also allow other healthcare services that use the same computer system we use (SystmOne) access to your records when they are treating you, for example Leeds General Infirmary, Community

Physiotherapy or Dietetic Services. In the same way these services can allow us to see the medical records they make about you. To do this we need your explicit consent to Share Out and Share In (see Share Out Share In with SystmOne on our website).

There are some rare circumstances when we are required by law to divulge your personal medical information without your consent. These may include reporting the birth of a child, reporting some infectious diseases, if required by a court order, or where the public good is deemed to be of greater importance than an individual's confidentiality e.g. when a serious crime has been committed, when there are serious risks to the public or NHS staff, or to protect children. In these situations we will only divulge the information we are required to give and no more, and we will only give this information to the people with the legal right to receive the information, who will also have obligations of confidentiality.

In addition to the medical records we keep using SystmOne, there is the Summary Care Record, which is a national program for all people regardless of what computer system is being used by your GP. This is being developed, but currently contains your demographic data and limited medical information including what medication you take regularly and what medication you are allergic to. It is assumed you consent to this although you can opt out. There is more information about this that you can access through our website, and you can download the form to complete if you did want to opt out. Again, we feel this is a valuable way of helping ensure you receive continuity of safe effective and efficient medical care (for example when you are on holiday and need to consult an emergency doctor in another part of the country).

With the introduction of the Health and Social Care Act some personal information will also be extracted from all GP computer systems and used in combination with personal data from secondary care. This is extracted and used to ensure appropriate medical services are commissioned, for example Diabetes services. This is strictly regulated; there is more information you can access about this through our website as well.

You have a right to see your medical records. You can do this electronically Online via our website. You will need to register for this at the surgery with confirmation of your identity, for example by showing your Passport, and we will then give you password protected access to your future records. We feel this is valuable and are keen to support people doing this. You will be able to look up subsequent blood results for example, as well as request more medication from your agreed repeat prescription list and book online appointments.

You do also have a right to see your past medical records both electronic and written. You should be aware that in certain circumstances your right to see some details of your medical records might be limited in your own interest, or if there is reference to a third party which might disclose to you their confidential information. We will need to explain this carefully. You can request online access to your past medical records, or request to see them at the surgery. If you wish to do so you should make a written request addressed to the Practice Manager. There is a charge for this. You are also entitled to receive a full copy of your medical records but again there will be a photocopying charge.

If you have any questions, please ask at reception to arrange a time to discuss things further.