**BLYTH ROAD MEDICAL CENTRE**

**8 BLYTH ROAD**

**MALTBY**

**ROTHERHAM**

**SOUTH YORKSHIRE**

**S66 8JD**

**TELEPHONE: 01709 812827**

**NEW PATIENT SCREENING APPOINTMENT**

Your appointment is on ……………………………………………………………………………………………………………

Remember to bring with you:

* Completed new patient registration form
* All documentation in the new patient pack, filled in
* List of current medication
* Urine sample
* Copies of your ID

Please inform the surgery as soon as possible on the above telephone number if you are unable to attend on this day and we will be happy to make you an alternative appointment.

**--------------------------------------------------------------------------------------------------------------------**

**Registration for Organ & Blood Donation**

**Please Note:** The PCS Services will cease to register patients for organ and blood donations on behalf of GPs after 31st May 2015. This has been discussed with the BMA and RCGP. It is now very simple for patients to self-register on the NHS bloods and transplant website [www.nhsbt.nhs.uk](http://www.nhsbt.nhs.uk) and by doing so they have greater choices and options. If patients prefer to talk to someone to register they can telephone the NHS Blood and Transplant helpdesk on 0300 1232323.

**How to register for Online Services**

* **Please complete the application form overleaf and hand it to Reception or bring it with you to your new patient screening**

You will receive a printout giving you a user name and password and details of the web site on which to register – please note:

You will need to access the web address to register between one hour and up to seven days after being issued with your user name and password (if you do not register within 7 days, your details will expire and you will need to obtain new log in details from the receptionist)

We are currently offering a number of GP Routine Appointments which can be booked online – you can:

* + Book your routine GP appointment up to 4 weeks in advance
	+ Cancel your appointment if not needed at not less than 24 hours’ notice

You can order your repeat prescription online 7 days before your prescription is due by following the instructions on screen once you have logged in

Parents/Guardians may only have consent to proxy access to GP Online services for a child between the ages of birth and 11 years. Patients between the ages of 11 to 16 who may wish to have GP Online services will require an assessment by the GP before permission for this service is granted. Access to Parents/Guardian will not be given for children between the ages of 12 and 16.

**\*Please bring proof of identity when you attend to request Online Services\***

**Access to Medical Records Online Information**

From 1st April 2016, in addition to the current online services, patients will be able to view their medical records online.

Once you have completed your application form and reception has verified your identity, they will provide you with your username and password. This will enable you to log on and make appointments, order prescriptions and view a summary of your records.

If you wish to view your detailed coded record online this has to be checked and authorised by a GP first. Once this has been authorised, you will notice your record is available to view when you log in to your account. You will be able to view any allergies, medications, immunisations, **test results**, blood pressure readings, problems/diagnoses and any medical procedures e.g. operations etc.

**Please note:**  The GPs are very busy and looking through patient records is a time consuming task, it may therefore be numerous weeks before your request to view your detailed coded record is authorised. For new patients, if you request to see your full record including any information in your records prior to registering at the surgery, we need to wait to receive your paper records from your previous surgery and enter these onto your computer records before the request goes into the GP. This will take several months.

# Application for online access to my medical record

|  |  |
| --- | --- |
| Surname | Date of birth |
| First name |
| Address   Postcode  |
| Email address |
| Telephone number | Mobile number |

##  You will be given access to the following online services

|  |
| --- |
| Booking Appointments |
| Requesting Repeat Prescriptions |
| Summary Care Record  |
| Full Clinical Record - from date of registration only  |

 I wish to access my medical record online and understand and agree with each statement (tick)

|  |  |
| --- | --- |
| 1. I have read and understood the information leaflet provided by the practice
 | 🞏 |
| 1. I will be responsible for the security of the information that I see or download
 | 🞏 |
| 1. If I choose to share my information with anyone else, this is at my own risk
 | 🞏 |
| 1. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement
 | 🞏 |
| 1. If I see information in my record that is not about me or is inaccurate, I will contact the practice as soon as possible
 | 🞏 |

|  |  |
| --- | --- |
| Patient Signature | Date |

###  For practice use only

|  |  |  |
| --- | --- | --- |
| Identity verified by(initials) | Date | MethodVouching 🞏Vouching with information in record 🞏 Photo ID and proof of residence 🞏 |
| Authorised by  | Date |

 **Access to Detailed Coded Record – GP Authorisation**

|  |  |
| --- | --- |
| Approved |  |
| Not Approved |  |

|  |  |
| --- | --- |
| GP Signature | Date |

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**Online Services Records Access**

**Patient information leaflet ‘It’s your choice’**

|  |  |
| --- | --- |
| If you wish to, you can now use the internet to book appointments with a GP, request repeat prescriptions for any medications you take regularly 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 as well. It’s your choice.Being able to see your record online might help you to manage your medical conditions. It also means that you can even access it from anywhere in the world should you require medical treatment on holiday. If you decide not to join or wish to withdraw, this is your choice and practice staff will continue to treat you in the same way as before. This decision will not affect the quality of your care.You will be given login details, so you will need to think of a password which is unique to you. This will ensure that only you are able to access your record – unless you choose to share your details with a family member or carer.**The practice has the right to remove online access to services for anyone that doesn’t use them responsibly.** | **Repeat prescriptions online****GP appointments** **online****View your GP records****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 can’t do this for some reason, we recommend that you contact the practice so that they can remove online access until you are able to reset your password.****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.**  |

|  |
| --- |
| 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. |

|  |
| --- |
| Things to consider |
|  | Forgotten history There may be something you have forgotten about in your record that you might find upsetting.  |
| Abnormal results or bad news If your GP has given you access to test results or letters, you may see something that you find upsetting to you. This may occur before you have spoken to your doctor or while the surgery is closed and you cannot contact them.  |
| Choosing to share your information with someone It’s up to you whether or not you share your information with others – perhaps family members or carers. 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 to ensure that you receive the best possible care. Some of the information within your medical record may be highly technical, written by specialists and not easily understood. If you require further clarification, please contact the surgery for a clearer explanation.  |
| Information about someone else If you spot something in the record that is not about you or notice any other errors, please log out of the system immediately and contact the practice as soon as possible. |
| More informationFor more information about keeping your healthcare records safe and secure, you will find a helpful leaflet produced by the NHS in conjunction with the British Computer Society:Keeping your online health and social care records safe and secure <http://www.nhs.uk/NHSEngland/thenhs/records/healthrecords/Documents/PatientGuidanceBooklet.pdf>  |

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**Tel No. 01709 812827**

**WEBSITE** [**www.blythroadmedicalcentre.co.uk**](http://www.blythroadmedicalcentre.co.uk)

**Your Summary Care Record Consent Form**

**Name……………………………………………. Date of Birth ………………………..**

Your Summary Care Record will contain information about any medicines you are taking, allergies you suffer from and any bad reactions to medicines you have had to ensure those caring for you have enough information to treat you safely. The summary care record will be available to authorised health care staff providing your care anywhere in England but they will ask your permission before they look at it. This means that if you have an accident or become ill the Doctors treating you will have immediate access to important information about your health.

Please see the overleaf for more information.

**Please indicate in the section below your preference regarding a Summary Care Record and return it at your new patient screening appointment.**

**1 I GIVE MY EXPRESS CONSENT FOR:-**

 **Medication, Allergies and Adverse reaction ONLY**

**OR**

**2 I GIVE MY EXPRESS CONSENT FOR:-**

**Medication, Allergies, Adverse reactions AND additional information**

**OR**

**3 I DO NOT GIVE MY CONSENT FOR A SUMMARY CARE RECORD**

**Signed ……………………………………………………………. Date …………………………**

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**Your Summary Care Record**

**Care professionals in England use an electronic record called the Summary Care Record (SCR). This can provide those involved in your care with faster secure access to key information from your GP record.**

**What is a SCR?**

If you are registered with a GP practice in England, you will already have an SCR unless you have previously chosen not to have one.

It includes the following basic information:

* Medicines you are taking
* Allergies you suffer from
* Any bad reactions to medicines

It also includes your name, address, date of birth and unique NHS Number which helps to identify you correctly.

**What choices do you have?**

**You can now choose to include more information in your SCR,** such as significant medical history (past and present), information about management of long term conditions, immunisations and patient preferences such as end of life care information, particular care needs and communication preferences.

**If you would like to do this, talk to your GP practice as it can only be added with your permission.**

Remember, you can change your mind about your SCR at any time. Talk to your GP practice if you want to discuss your option to add more information or decide you no longer want an SCR**.**

**Vulnerable patients and carers**

Having an SCR that includes extra information can be of particular benefit to patients with detailed and complex health problems. If you are a carer for someone and believe that this may benefit them, you could discuss it with them and their GP practice.

**Who can see my SCR?**

Only authorised care professional staff in England who are involved in your direct care can have access to your SCR. Your SCR will not be used for any other purposes.

These staff:

* Need to have a Smartcard with a chip and passcode
* Will only see the information they need to do their job
* Will have their details recorded every time they look at your record

**Care professionals will ask for your permission if they need to look at your SCR.** If they cannot ask you because you are unconscious or otherwise unable to communicate, they may decide to look at your record because doing so is in your best interest. This access is recorded and checked to ensure that it is appropriate.

**SCRs for children**

If you are the parent or guardian of a child under 16, and feel they are able to understand this information you should show it to them. You can then support them so come to a decision about having an SCR and whether to include additional information.

**Confidentiality**

For information on how the NHS will collect store and allow access to your electronic records visit NHS Choices at [www.nhs.uk/records](http://www.nhs.uk/records)

For more information talk to the staff at your GP practice or visit [www.hscic.gov.uk/scr/patients](http://www.hscic.gov.uk/scr/patients)

You can also phone the Health and Social Care Information Centre (HSCIC) on 0300 303 5678

**Electronic Patient Record & the Sharing of Information *– A Patient’s Guide***

***Please read this leaflet carefully. It will give you information about the sharing of your electronic patient record and the choices you need to make***

Today, electronic records are kept in all the places where you receive healthcare. These NHS Care Services can usually only share information from your records by letter email, fax or phone. At times, this can slow down your treatment and mean information is hard to access. Your GP practice uses a computer system called SystmOne that allows the sharing of full electronic records across different NHS Care Services. We are telling you about this as a patient at ­­­­­­­­­­­this practice as you have a choice to make about how your practice shares information about your care from your electronic patient record. This form is not about your Summary Care Record (SCR), it is asking your sharing preferences regarding your full electronic GP record. You can choose to share or not to share your electronic GP record with other NHS Care Services.

**How is my decision recorded?**

Your GPs computer system has two settings to allow you to control how your medical information is shared:

**Sharing Out** – This controls whether your full GP electronic patient record can be shared with other NHS Care Services where you are treated. Please record your preference:

**Please tick:** Sharing Out **Yes** □ **No** □

**Sharing In** – This controls whether you agree for this practice to view information you’ve agreed to share at other NHS Care Services. Please record your preference:

**Please tick:** Sharing In **Yes** □ **No** □

Patient Name (Print Name): ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Patient Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Further Information:** SystmOne is currently used in GP practices, Child Health Services, Community Services, Prisons, Hospitals, Urgent Care and Out of Hours Services, Palliative Care Services and many more. **Note:** You can still request for individual entries in your patient records to be marked as “Private”. These will not be visible at any care service other than the one that recorded the information.

**Why is it necessary?** These settings allow you to decide who can see the information on your electronic record. It also allows for joined up care across different NHS settings which gives the best care and service to you.

**Don’t forget**: These settings apply to any NHS service using SystmOne where you are currently receiving care. You can also change your sharing preferences at any time – just peak to a member of staff at this care service.