

Part 1 of 3 – Summary Care Record (SCR)

What is my Summary Care Record?

Your Summary Care Record (SCR) is a copy of key information held in your GP medical 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 to add information to your record. You can change your mind at any time by simply informing us. 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.

How do I add additional information to my Summary Care Record?

You can choose to have additional information included in your SCR, which can enhance the care you receive. Ask your GP to add additional information to your record. This information includes:

- Your illnesses and health problems
- Operations and vaccinations that you have had in the past
- How you would like to be treated - such as where you would prefer to receive care
- What support you might need
- Who should be contacted for more information about you

Summary Care Records for children

If you are the parent or guardian of a child under 16 and believe they may benefit from additional information in their SCR, you can discuss this with your GP.

Vulnerable patients and carers

Certain vulnerable patient groups such as frail elderly people or those with detailed and complex health problems can particularly benefit from additional information in their SCR. If you are a carer for another person and believe that they may benefit from additional information in their SCR, then you can discuss this with them and our GP Practice.

You have a choice

You have the choice of what information you would like to share and with whom. Authorised healthcare staff can only view your SCR with your permission. The information shared will solely be used for the benefit of your care. Your options are outlined below; please indicate your choice on the form overleaf.

- **Express consent for medication, allergies and adverse reactions only.** You wish to share information about medication, allergies for adverse reactions only.
- **Express consent for medication, allergies, adverse reactions and additional information.** You wish to share information about medication, allergies for adverse reactions and further medical information that includes: your illnesses and health problems, operations and vaccinations you have had in the past, how you would like to be treated (such as where you would prefer to receive care), what support you might need and who should be contacted for more information about you.
- **Express dissent for Summary Care Record (opt out).** Select this option, if you **DO NOT** want any information shared with other healthcare professionals involved in your care.

If you chose not to complete this consent form, a core Summary Care Record (SCR) **will** be created for you, which will contain only medications, allergies and adverse reactions. Once you have completed the consent form, please return it to our GP Practice. You are free to change your decision at any time by informing our GP Practice.

Having read the above information regarding your Summary Care Record choices, please choose **one** of the options below and return this completed form to our GP Practice:

YES – I would like a Summary Care Record	
Express consent for medication, allergies and adverse reactions only OR..	<input type="checkbox"/>
Express consent for medication, allergies, adverse reactions <u>and additional information</u>	<input type="checkbox"/>
NO – I would NOT like a Summary Care Record	
Express dissent for Summary Care Record (opt out)	<input type="checkbox"/>

For GP Practice use only (only after identity verification and Part 3 fully completed)

To update the patient's consent status, use the SCR consent preference dialogue box and select the relevant option or add the appropriate read code from the options below.

Summary Care Record consent preference	Read 2	CTV3
The patient wants a core Summary Care Record (express consent for medication, allergies and adverse reactions only)	9Ndm	XaXbY
The patient wants a Summary Care Record with core and additional information (express consent for medication, allergies, adverse reactions and additional information)	9Ndn	XaXbZ
The patient does not want to have a Summary Care Record (express dissent for Summary Care Record – opt out)	9Ndo	XaXj6

Part 2 of 3 – Enhanced Data Sharing

What is Enhanced Data Sharing and how does it apply to my digital healthcare records?

In today's NHS there are many different health professionals who look after patients and each of these organisations hold separate digital health records for each individual patient.

If critical information about your health was only shared via the post or by fax and then it also needed scanning on to your main clinical record here at our GP Practice – it could cause a delay at both our practice or another organisation (e.g. a hospital) being kept up to date about your medical needs.

Our GP Practice uses a clinical computer system called SystmOne - that is able to quickly link patient records together with other organisations in England over a secure NHS network. Our GP practice as well as Community services, urgent care and Out of hours services plus many more may also use SystmOne. This helps to provide a more joined-up approach to care between us and these other healthcare providers. This type of data sharing is called the enhanced Data Sharing Model or eDSM. The enhanced Data Sharing Model (eDSM) enables us, with your consent, to share your medical records with those in the NHS who are involved in your care. NHS staff can only access shared information if they are involved in your care and being an electronic service an audit log is maintained showing when and who has accessed your medical records.

Sharing benefits

Sharing your patient record enables:

- Prompt access to relevant information leading to fewer delays in the provision of care.
- Information to be up-to-date and consistent.
- Improved communication between the healthcare professionals involved in providing care.
- Greater accuracy, with a reduced risk of critical information, such as allergies, being missed.
- More efficient use of clinical and administrative time with less duplication.

Your choices. Your rights.

We are telling you about this as you register with a new NHS care service so that you can think about your choices:

- You can choose to share your electronic record with other care services.
- You can choose not to share your electronic record with other care services.

How it works

You may be asked by other agencies who look after your health such as a community service or District Nurses if they can share your medical records. You have several options to share your records.

Sharing IN and Sharing OUT

Depending on what you have agreed, there are two ways in which your information can be shared:

- **Sharing IN** - this controls whether information made shareable at other services using SystmOne can be viewed by our GP Practice.

- **Sharing OUT** - this controls whether information recorded by our GP Practice can be shared with other services using SystemOne.

You should be asked for permission to share your record in or out by all healthcare providers, unless you are incapacitated and your healthcare provider believes it is in your best interests.

Please note that once you inform us you consent to 'Share out' your data, any SystemOne healthcare organisation who you give consent to view your data will be able to do so. However, you can change your preferences at any time by contacting our GP Practice and letting us know.

If you do not give your consent for our GP Practice to share out your medical records then all that other providers can do is to add to your medical record here at our GP Practice - this also requires your consent so that they may only 'Share-in'. These other providers will not be able to view your medical record unless you give permission here at our GP Practice.

Once you have completed the consent form, please return it to our GP Practice. You are free to change your decision at any time by informing our GP Practice.

Having read the above information regarding your electronic Data Sharing Model (eDSM) choices, **please choose YES or NO from both of the two tables below** and return this completed form to our GP Practice:

YES – I consent to Sharing OUT...	
Express consent to share data out with other organisations OR	<input type="checkbox"/>
NO – I do not consent to Sharing OUT...	
Express dissent – do not share any data recorded in this GP Practice	<input type="checkbox"/>

YES – I consent to Sharing IN...	
Consent given to view data recorded at other care services that I've agreed may share OR	<input type="checkbox"/>
NO – I do not consent to Sharing IN...	
Consent refused to view data recorded at other care services	<input type="checkbox"/>

For GP Practice use only (only after identity verification and Part 3 fully completed)

If you choose to share the record without obtaining explicit consent you will need to select one of the following:

- *Policy (for example, local business process), or*
- *Mental capacity*

You must then provide a supporting reason for not asking consent.

Electronic Referrals

In Enhanced Sharing it is possible to send referrals electronically, recording consent as Given or Refused. Alternatively:

- *Consent not asked – if selecting this option then selecting to share in data will require you to record a reason for choosing to share data without explicit patient consent. The patient's share in consent will be set to 'Implied Consent'.*
- *Do Not Set – Send the referral without setting a share in preference for the patient. The receiving service will need to set the share in preference manually when the referral is accepted.*

Part 3 of 3 – Patient Details Form and Signature

Patient Details		
Title:	First Name(s):	Surname:
Date of birth:	Town & Country of birth:	Previous Surname(s):
Home Address:		
Postcode:	County:	NHS Number:
Home Phone Number:	Work Phone Number:	Mobile Phone Number:
Email Address:		
Patients Previous Address		
Home Address (including postcode):		

Patient Signature: Date:

If you are filling out this form on behalf of the patient, please ensure that you fill out their details in the boxes above; and provide your details below and sign:

Person completing form on behalf of the patient:

Signature: Date:

Print Name:

Please circle your status below (only one):

Parent	Legal Guardian	Lasting power of attorney for health and welfare
--------	----------------	--