

THE CEDAR CLINIC

Patient Information Leaflet

The Cedar Clinic wants to ensure the highest standard of medical care for our patients. We understand that a General Practice is a trusted community governed by an ethic of privacy and confidentiality. Our practices are consistent with the Medical Council guidelines and the privacy principles of the Data Protection Acts (GDPR).

Patient Consent

We see our patients' consent as being the key factor in dealing with their health information. This leaflet is about making consent meaningful by advising you of our policies and practices on dealing with your medical information.

Managing Your Information

In order to provide for your care here, we need to collect and keep information about you and your health on our records. We retain all information securely and will attempt to keep it as accurate and up to date as possible. We ask you to inform us about any relevant changes that we should know about. Please also inform us of change of address and phone numbers.

All persons employed within the practice are aware of the confidence that attaches to health information and of the serious breach of trust represented by unauthorised access or disclosure to anyone outside of the practice.

Disclosing Information to Persons Outside of the Practice

In some instances, your health condition may require that you go to hospital or see another health specialist. In that case, the relevant part of your record will be released so that you may be treated as required. These other professionals are also legally bound to treat your information with the same duty of care and confidence as we do.

Disclosures Required or Permitted Under Law

The law provides that in certain instances personal information (including health information) can be disclosed, for example, in the case of infectious diseases.

Disclosure to Employers, Insurance Companies and Solicitors

In general, work related Medical Certificates from your GP will only provide a confirmation that you are unfit for work with an indication of when you will be fit to resume work. Where it is considered necessary to provide additional information,

we will discuss that with you. However, Social Welfare Certificates of Incapacity for work must include the medical reason you are unfit to work.

In the case of disclosures to insurance companies or requests made by solicitors for your records we will only release the information with your signed consent.

Your Right of Access to your Health Information

You have the right of access to all the personal information held about you by this practice. In most cases, if you wish to view your records, it is quickest to discuss this with your doctor who will outline the information in the record with you. If you wish, you can make a formal written access request to the practice and the matter can be dealt with formally. There may be a charge of up to €6.35 where a formal request is made.

Transferring to Another Practice

If you decide at any time and for whatever reason to transfer to another practice we will facilitate that decision by making a copy of your records available to your new doctor on receipt of your signed consent from your new doctor. For medico-legal reasons we will also retain a copy of your records in this practice for an appropriate period of time which may exceed eight years.

We hope this leaflet has explained any issues that might arise. If you have any questions, please speak to the practice secretary or your GP at your next visit.