











Coded Information includes: Demographics, Allergies/Adverse Reactions, Medications, Immunisations, Results (numerical values & normal range), Values (BP), Problems/Diagnoses, Procedure Codes (medical or surgical) and Codes in Consultations (signs, symptoms), Codes showing referral made or letters received (no attachments), Other codes (ethnicity)

Detailed coded data example

This is an example of categories of information that patients may see. This may be presented differently by each supplier.




 Demographics	 Immunisations	 Procedure Codes (medical or surgical) and codes in consultation (signs, symptoms)
 Allergies/Adverse Reactions	 Results (numerical values and normal range)	 Codes showing referral made or letters received (no attachments)
 Medication (dose, quantity and last issued date)	 Values (BP, PEFR)	 Other Codes (ethnicity, QOF)
	 Problems/Diagnoses	

Some of the information in list above will depend on what your clinical system is able to routinely display.

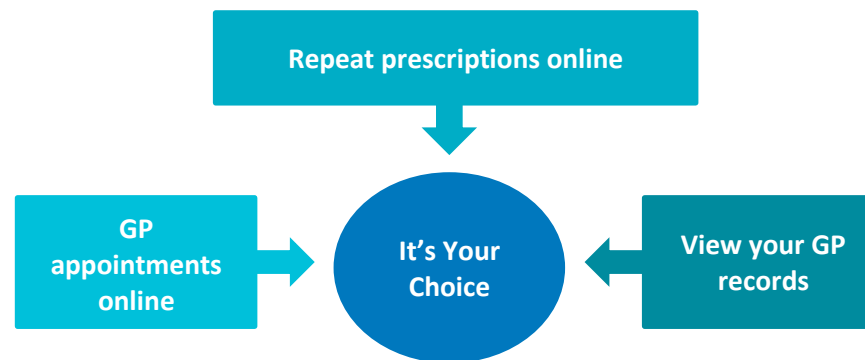
Coded Information Does Not include: Free Text, Diary Entries, Recalls, Special Notes, Warnings, Tasks, Emails, Internal Messages, however from 1/4/17, letters and documents can be applied for and included in your online access.

Not required from detailed coded data example

The following categories are examples of items that are not required to be displayed. However, you may choose to make them available.

 Free Text	 Letters and Attachments	 Administrative Items
		<ul style="list-style-type: none"> • Diary Entries/Recalls • Special Notes/Warnings • Tasks/Emails/Internal Messages

NUNWELL SURGERY
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 and look at your coded medical record online which could include your documents. 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 need to fill in a request form and provide the surgery with the necessary personal identification including photographic identity. Please be aware that immediate access to coded information will not be possible until your notes have been reviewed by a doctor as any third party references will need to be removed from your notes.

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.

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.

More information

For 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>

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.