



mid sussex
health care

☎ 01273 834388

www.midsussexhealthcare.co.uk

**APPLICATION TO REGISTER AS A PATIENT
WITH MID SUSSEX HEALTH CARE.**

**The Health Centre
Trinity Road
Hurstpierpoint
West Sussex
BN6 9UQ**

**The Health Centre
Windmill Avenue
Hassocks
West Sussex
BN6 8LY**

**The Health Centre
Lewes Road
Ditchling
East Sussex
BN6 8TT**

Thank you for applying to register as a patient with this Practice.

In order to process your request we will require sight of the following original documents:

- Photo ID; preferably a passport or a driving licence. For children a passport is required, if this is unavailable a birth certificate will be accepted.
- A utility bill or similar document to confirm your address within our catchment area.

Please complete the attached form clearly IN FULL (including NHS number) and return to the reception desk together with the necessary documents as above. Your NHS number can be obtained from your current Surgery.

PRESCRIPTIONS

We use Electronic Prescribing (EPS). This allows us to send your prescriptions to the pharmacy of your choice electronically. Please indicate your preferred pharmacy for prescription collection, this does not have to be a local pharmacy it can be near your place of work or where you shop.

Lloyds Hurst [] Boots Hassocks [] Day Lewis Hassocks [] Ditchling [] Tesco BH []

Other (please provide name and address and postcode of pharmacy)

.....

SYSTEM ON-LINE

We encourage our patients to register for on line services this will enable you to order repeat medication, book and cancel doctor's appointments, view test result and see a coded summary of your medical records.

You can apply for a log-on for your child until they reach they age of 15, where after they will have to apply for their own log-on details. This is in keeping with Government Guidelines.

The application form is attached please complete along with this form, you will be contacted with your log on details when you registration is complete.

PATIENT DETAILS (please complete in BLOCK CAPITALS and tick as appropriate)

Mr [] Mrs [] Miss [] Ms [] other []

First Names DOB.....

Surname..... Male [] Female []

Previous surname Indeterminate []

Town and country of birth..... Unspecified/unknown []

NHS Number											Available from your previous GP surgery
---------------	--	--	--	--	--	--	--	--	--	--	--

Address

..... Postcode.....

Landline..... Mobile.....

If over 15 years of age, please provide own mobile number if available. We will not add a parent's mobile number without written consent from the registered young adult.

Please help us trace your previous medical records by providing the following information:

Your previous UK address	Name of previous doctor
.....
.....

If you are from abroad (Your first UK address where registered with a GP)	Date entered UK
.....

If previously registered in the UK date of leaving
.....

If you are returning from the Armed Forces

Address before enlisting
.....

Service of Personnel number Enlistment date.....

May we send relevant non clinical text messages to your mobile phone? (e.g. appointment reminders)	YES	NO
If you have an answer phone, may we leave a message?	YES	NO
If you have an email address, may we contact you by email regarding health educational events/ Flu clinics/ Newsletters? We do not use email to discuss health. Email address:	YES	NO

Complete this section if you live in another EEA country, or have moved to the UK to study or retire, or if you live in the UK but work in another EEA member state. Do not complete this section if you have an EHIC issued by the UK.

NON UK EUROPEAN HEALTH INSURANCE CARD (EHIC), PROVISIONAL REPLACEMENT CERTIFICATE (PRC) DETAILS AND S1 FORMS.

Do you have a <u>non-UK</u> EHIC or PRC?	YES [] NO []	If yes, please enter details from your EHIC or PRC below:
--	----------------	---



If you are visiting from another EEA country and do not hold a current EHIC (or Provisional Replacement Certificate (PRC))/S1, you may be billed for the cost of any treatment received outside of the GP practice, including at a hospital.

Country Code:	
3: Name	
4: Given Names	
5: Date of Birth	
6: Personal Identification Number	
7: Identification number of the institution	
8: Identification number of the card	
9: Expiry Date	

PRC validity period(a) From:		(b) To:	
------------------------------	--	---------	--

If you have an S1 (e.g. you are retiring to the UK or you have been posted here by your employer for work or you live in the UK but work in another EEA member state). **Please give your S1 form to the practice staff.**

How will your EHIC/PRC/S1 data be used? By using your EHIC or PRC for NHS treatment costs your EHIC or PRC data and GP appointment data will be shared with NHS secondary care (hospitals) and NHS Digital solely for the purposes of cost recovery. Your clinical data will not be shared in the cost recovery process.

Your EHIC, PRC or S1 information will be shared with The Department for Work and Pensions for the purpose of recovering your NHS costs from your home country.

FOR PRACTICE USE ONLY

For office use. (please indicate which documents you have had sight of)

Passport	Registered GP.....
Driving license	Date received.....
Utility bill	Appointment with.....
Bank Statement
Birth Certificate
Other.....
Checked by.....	

TO BE COMPLETED FOR EVERY PATIENT REGISTRATION

Doctors name: HA Code: H82057

I have accepted this patient for the general services on behalf of the doctor named above who is a member of this practice.

For the provision of contraceptive services

I have accepted this patient on behalf of the doctor named above, who is a member of this practice and is on the HA CHS list and will provide Child Health Surveillance to this patient.

I will dispense medicines/appliances to this patient subject to Health Authority's approval.

I declare to the best of my belief this information is correct and I claim the appropriate payment as set out in the Statement of Fees and Allowances. An audit trail is available at the practice for inspection by the HA's authorised officers and auditors appointed by the Audit Commission

Authorised signature

.....

Name..... Date.....

NEXT OF KIN

Name Relationship.....

Address (optional).....

Contact number

If you are registering a child, do you have parental responsibility for the child

YES [] NO []

If no, please provide details.....

If you are registering a child under 5 do you wish for the child to be registered with the doctor for Child Health Surveillance (Health Visitor) YES [] NO []

CARER INFORMATION (please tick as appropriate)

Are you a carer for a relative/friend with medical disabilities? YES [] NO []

Is so for whom?.....(eg child, parent etc)

Do you have a carer YES [] NO []

If you have a carer and would like us to keep their details on your medical record please give details below.

Name.....Tel No.....

Address.....

ETHNICITY (to be completed by all new patients)

Asian or Asian British [] Bangladeshi [] Indian [] Pakistani [] Any other Asian background	Mixed [] White and Asian [] White & Black African [] White and Black Caribbean [] any other mixed background	Other Ethnic Group [] Chinese [] Any other ethnic group
Black or Black British [] African [] Caribbean [] Any other Black background	White [] British [] Irish [] any other White background	[] I do not wish to disclose my ethnic origin

FIRST LANGUAGE

English [] Other [](please specify language)

CIGARETTE SMOKING

Which of the following applies to you (*Please tick as appropriate*):

Never smoked tobacco [] Ex-smoker [] Current smoker [] How many cigarettes per day?

ALCOHOL INTAKE

Questions		Your Score <i>Please circle</i>
How often do you have a drink containing Alcohol?	N/A Never Monthly or less 2-4 times a month 2-3 times a week 4 or more times a week	0 1 2 3 4 5
How many units of alcohol do you drink on a typical day?	N/A 1-2 3-4 5-6 7-9 10 or more	0 1 2 3 4 5
How often have you had 6 or more units if female, 8 or more units if male, on a single occasion in the last year?	N/A Never Less than monthly Monthly Weekly Daily or almost daily	0 1 2 3 4 5
TOTAL SCORE		

Patients Signature

..... Date.....

ORGAN DONATION

Organ donation in England has moved to an 'opt out' system. You may also hear it referred to as 'Max and Keira's Law'. This means that all adults in England will be considered to have agreed to be an organ donor when they die unless they have recorded a decision not to donate or are in one of the excluded groups.

Your family will still be approached and your faith, beliefs and culture will continue to be respected.

You still have a choice whether or not you wish to become a donor. If you do not wish to be a donor please see the link below on how to express your preferences.

<https://www.organdonation.nhs.uk/>

BLOOD DONATION

For information and how to register <https://www.blood.co.uk/> or call 03001232323

Accessible Information Standard

We want to ensure that all communication we have with our patients is clear and set out in a way that is easy to understand. If you have a disability, impairment or sensory loss, please let us know how you would like us to communicate with you by completing this form. If you do not have any specific requirements please indicate below.

Name:	DOB:		
<p>Do you have a specific condition that affects, or may affect day to day communication? <small>(delete as appropriate)</small></p> <p>YES(Xa4Cq) NO(Xa4Cm)</p> <p><small>If you have answered no please go to the signature page overleaf.</small></p>			
Please tick preferred communication/ information method:			
<input type="checkbox"/>	<p>Requires contact by telephone (XaYA0)</p> <p>Telephone number..... Consent to leave messages on answer phone YES/NO</p>		
<input type="checkbox"/>	<p>Requires information verbally (XaPSq)</p>		
<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"> <p>Requires contact via carer (Xad6e)</p> <p>Carer's Name.....</p> <p>Carer's Contact number.....</p> </td> <td style="width: 40%; text-align: center; padding: 5px;"> <p>Does your carer have any communication needs?</p> <p>YES/NO</p> </td> </tr> </table>	<p>Requires contact via carer (Xad6e)</p> <p>Carer's Name.....</p> <p>Carer's Contact number.....</p>	<p>Does your carer have any communication needs?</p> <p>YES/NO</p>
<p>Requires contact via carer (Xad6e)</p> <p>Carer's Name.....</p> <p>Carer's Contact number.....</p>	<p>Does your carer have any communication needs?</p> <p>YES/NO</p>		
<input type="checkbox"/>	<p>Requires contact by letter (Xabsd)</p>		
<input type="checkbox"/>	<p>Requires communications in 'easy read' format (XaYB0)</p>		
<input type="checkbox"/>	<p>Requires contact by email (Xabse)</p> <p>Email address.....</p>		
<input type="checkbox"/>	<p>Requires written information in large format 20pt(Xacju)</p> <p>24pt(XacjV) 28pt(XacJW)</p>		
<input type="checkbox"/>	<p>Please let us know if you need added support during a consultation</p> <p>British Sign Language (XaILE) / Advocate(Ua2AL) / Carer present (Ua2AJ)</p> <p>Other</p>		
<input type="checkbox"/>	<p>Other (if we are able to offer in the future)</p>		

<input type="checkbox"/>	I do not have a preferred method of communication/information
--------------------------	--

Consent to share with other Health Care Providers

<p>To ensure that other health care professionals involved in your care are also able to support you with these needs, do we have your consent to share this information with them?</p>	<p>YES/NO</p>
--	----------------------

Consent for preferred method of contact

<p>I confirm that I give consent for Mid Sussex Health Care Doctors Practice to contact me by my ticked preferred method of contact and consent to the extra information given above. I shall inform the Practice if my contact details change.</p>
<p>Signed: _____ Date: _____</p>

Office Use:

Add Alert of communication method	Record preferred method of contact	Xa4Cq Record a need has been identified.	Record consent to tell other Healthcare providers Y3358	Record email consent XaRFI	Scan
-----------------------------------	------------------------------------	---	---	----------------------------	------



Your emergency care summary OPT-OUTFORM (There are information sheets at the back of this form.)

Request for my clinical information to be withheld from the Summary Care Record

If you DO NOT want a Summary Care Record please fill out the form and hand it in to reception.

A. Please complete in BLOCK CAPITALS

Title..... Surname/Family Name.....
Forname(s).....
Address
Postcode..... Phone Number..... DOB.....
NHS number Signature

B.

If you are completing this on behalf of another person or child, their GP practice will consider this request. Please ensure you fill out their details in Section A and your details in section B.

Your name..... Your Signature.....
Relationship to patient Date.....

What does it mean if I DO NOT have a summary Care record?

NHS healthcare staff caring for you may not be aware of your current medications, allergies you suffer from and any bad reactions to medicines you have had any bad reactions to medicines you have had, in order to treat you safely in an emergency. Your records will stay as they are now with information being shared by letter, email fax or phone.

If you have any questions, or if you want to discuss your choices please:

- Phone the Summary Care Records Information line 0300 123 3020
- Contact your local Patient Advice Liaison Service (PALS)
- Contact your GP practice.

FOR NHS USE ONLY

Actiond by practice yes/no Date



**mid sussex
health care**

01273 834388

www.midsussexhealthcare.co.uk

**Patient Online: Access to GP online services
Adult aged over 16 years**

Surname <i>please print</i>			
First name <i>please print</i>			
Date of birth			
Address			
Postcode			
Email address			
Telephone number		Mobile number	
I wish to have access to the following online services (tick all that apply):			
1. Booking appointments			<input type="checkbox"/>
2. Requesting repeat prescriptions			<input type="checkbox"/>
3. Test Results (you need to complete page 14)			<input type="checkbox"/>

Application for online access to my medical record

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

1. I have read and understood the information leaflet provided by the practice	<input type="checkbox"/>
2. I will be responsible for the security of the information that I see or download	<input type="checkbox"/>
3. If I choose to share my information with anyone else, this is at my own risk	<input type="checkbox"/>
4. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement	<input type="checkbox"/>
5. If I see information in my record that is not about me, or is inaccurate I will log out immediately and contact the practice as soon as possible	<input type="checkbox"/>
Signature	Date

For Practice use only		
Identity verified through (tick all that apply)	Vouching <input type="checkbox"/> Vouching with information in record <input type="checkbox"/> Passport <input type="checkbox"/> Driving licence <input type="checkbox"/> Photo ID <input type="checkbox"/> Proof of residence <input type="checkbox"/>	Name of verifier
Name of person who authorised (if applicable)		
Account created by		Date



**mid sussex
health care**

☎ 01273 834388
www.midsussexhealthcare.co.uk

First Name	
Surname	
Date of Birth	

Please tick if you wish to see your read coded medical record.

What are Read Codes? - Read terms are a set of clinical descriptions that practices can use to manage the data in patients' records. The 'Read terms' refers to the words – the descriptions such as 'Asthma'. Each term is associated also with a 'Read Code' – this is the letter and number code that uniquely identifies the clinical term for example, the Read Code 'H33.' is associated with the Read Term 'Asthma'.

This process can only be completed if we have your records summarized.

One of our team will ring or text you when this step has been completed.

NHS Summary Care Record

Your emergency care summary

Please take time to read this information; you need to make a choice.

We (the NHS in England) are introducing a new electronic record called the Summary Care Record (SCR), which will be used to support your emergency care.

Please read this leaflet carefully. It will give you information about the new Summary Care Record – your emergency care summary.

How will you control who can see my Summary Care Record?

Healthcare staff who can see your Summary Care Record:

- need to be directly involved in caring for you;
- need to have an NHS Smartcard with a chip and passcode (like a bank card and PIN);
- will only see the information they need to do their job; and
- will have their details recorded.

Healthcare staff will ask your permission every time they need to look at your Summary Care Record. If they cannot ask you, for example if you are unconscious or in certain circumstances such as a court order, healthcare staff may look at your record without asking you. If they have to do this, they will make a note on your record.

How will you protect my confidentiality?

By law, everyone working for us or on our behalf must respect your confidentiality and keep all information about you secure.

We publish the NHS Care Record Guarantee for England. This says how the NHS will collect, store and allow access to your electronic records and your choices for how your information is stored and looked at. If you would like a copy, there is information on how to get one on the back of this leaflet.

No matter how careful we are, there are always risks when information is held on computers as there is when they are held on paper. In every place we treat you there are people responsible for protecting your confidentiality. Ask your local NHS for more information.

What are my choices?

- **You can choose to have a Summary Care Record:** You do not need to do anything. This will happen automatically.
- **You can choose not to have a Summary Care Record:** You need to let your GP practice know by filling in and returning an opt-out form.

You can change your mind at any time

- If you choose not to have a Summary Care Record but then change your mind later we can still make one for you. You need to let your GP practice know.
- If you choose after we have made your Summary Care Record that you do not want it, you need to tell

your GP practice. We will make sure that healthcare staff who try to look at your Summary Care Record will not be able to. We will only make your record available again if whoever wants to see it asks in writing and investigation has found it necessary.

- You can ask to have your record deleted, but that may not be possible if the record has already been used to give you care.

Children and the Summary Care Record

Children will automatically have a Summary Care Record made for them.

If you **do not** want your child to have a Summary Care Record you will need to fill in an opt-out form on behalf of your child and return it to your child's GP practice. In some circumstances your GP may feel it is in your child's best interests to have a Summary Care Record. For example, if your child has a serious allergy that healthcare staff treating your child should know about.

Introduction to Summary Care Records

Today, records are kept in all the places where you receive care. These places can usually only share information from your records by letter, email, fax or phone. At times, this can slow down treatment and sometimes information can be hard to access.

We are introducing Summary Care Records to improve the safety and quality of patient care. Because the Summary Care Record is an electronic record it will give healthcare staff faster, easier access to essential information about you, to help provide you with safe treatment when you need care in an emergency or when your GP practice is closed.

We are telling you about this before a Summary Care Record is made for you, so that you have time to think about your choices.

You can choose to have a Summary Care Record:

You do not need to do anything. This will happen automatically. Healthcare staff will ask your permission every time they look at your Summary Care Record.

You can choose not to have a Summary Care Record:

If you don't want a Summary Care Record, you need to let your GP practice know by filling in and returning an opt-out form.

About your Summary Care Record

If you decide to have a Summary Care Record it will contain important information about any medicines you are taking, allergies you suffer from and any bad reactions to medicines that you have had.

Giving healthcare staff access to this information can prevent mistakes being made when caring for you in an emergency or when your GP practice is closed.

Your Summary Care Record will also include your name, address, date of birth and your unique NHS Number to help identify you correctly.

You may want to add other details about your care to your Summary Care Record. This will only happen if you ask for the information to be included. You should discuss your wishes with the healthcare staff treating you.

How will Summary Care Records help me?

- Healthcare staff will have quicker access to information about any medicines you are taking, allergies you suffer from and any bad reactions to medicines you have had.

This means they can provide you with safer care during an emergency, when your GP practice is closed or when you are away from home in another part of England

What do I do now?

If you are happy for us to make a Summary Care Record for you, you do not need to do anything, we will automatically make one for you.

If you do not want us to make a Summary Care Record for you, please fill in an opt-out form and **return it to your GP practice.**

Opt-out forms are available at www.nhscarerecords.nhs.uk/options or your GP practice, or you can ask us to send you one by phoning the Summary Care Record Information Line on **0300 123 3020**.

Where can I get more information?

FormoreinformationaboutSummaryCareRecordsandyourchoices:

- phone the Summary Care Record Information Line on
0300 123 3020;
- contact your local Patient Advice and Liaison Service (PALS) www.pals.nhs.uk; or
- visit www.nhscarerecords.nhs.uk.

You can get a copy of the 'The NHS Care Record Guarantee for England' or leaflets in other languages and formats from our website :

www.nhscarerecords.nhs.uk

The Summary Care Record Information Line has translation and text phoneservices.

How information about you helps us provide better care Frequently asked questions for patients

1. Why do I need to read the leaflet 'how information about you helps us provide better care'?

It is important that you read the leaflet so that you understand how information in medical records is used. Your records are already used by healthcare staff to provide your care. You also need to know how your information can be used to improve the way the NHS delivers care to all patients. If you are happy for your information to be used to improve health services then you do not need to do anything. However, it is important that you know this is happening and what to do if you have any questions or concerns (See FAQ 14).

2. Why is information collected?

It is important that the people who plan and manage the NHS have access to a full picture of the care being provided to patients so that they can make sure that the NHS is providing the best possible services to all of its patients. They can only do this by using information, for example to compare the care received in one area to the care received in another area to see what worked better. Information in health records is also valuable for carrying out research into the treatments offered for different diseases and illnesses.

3. What is changing?

Patient information is already used extensively by the NHS but we need to improve how we use the information. This improvement and modernisation is happening in a number of ways. A modern information system has been developed by the NHS in England, which will make increased use of information from medical records with the intention of improving health services. You may have heard this system referred to as care.data. One of the main aims of the new system is to allow the NHS to make better use of the routine information collected when you visit your doctor. The system complies with strict confidentiality rules and the law. This service will provide joined-up information about the care received from all of the different parts of the health service, including hospitals and GP practices. The Health and Social Care Information Centre (HSCIC) (see FAQ 6) is working with NHS England to deliver the care.data service. Separate to care.data, information that does not identify you may be made available to approved researchers in a secure system called the "Clinical Practice Research Datalink" or CPRD. This system is not new but it is important you understand that this happens.

4. Why are these changes needed?

It is important that the NHS has a complete picture of what is happening across the health and social care service. This information will allow those who plan services to see what is working best. To give you an example: a group of patients could have the same operation but receive different aftercare. Those planning and designing health services can look at which type of aftercare worked best so that all patients can then benefit from those experiences. They do not need to have information that identifies you but will need the HSCIC to link the data as described in FAQ 7. The care.data system will allow for the collecting, analysing and sharing of data while protecting patients' privacy and confidentiality. The NHS will also provide information that will enable the public to hold the NHS to account and ensure that any unacceptable standards of care are identified as quickly as possible.

5. When will these changes occur?

Information from GP practices will begin to be extracted and sent to the HSCIC in the autumn. The first use of the system will be to help the NHS plan local health services. GP data will be linked with the hospital data already held by the HSCIC.

6. What is the "secure environment" mentioned in the leaflet?

The secure environment is called the Health and Social Care Information Centre (HSCIC); a public body based in Leeds. The HSCIC is the central source of health and social care information in England. The role of the HSCIC is to ensure that high quality data are used appropriately to improve patient care. The HSCIC has legal powers to collect and analyse data from all providers of NHS care. The HSCIC is committed, and legally bound, to the very highest standards of privacy and confidentiality to ensure that your confidential information is protected at all times. Access to information is strictly controlled. Further information about the HSCIC is available at www.hscic.gov.uk

7. Will my whole GP record be used?

No. The care.data service does not need to extract your whole GP record. Only the minimum amount of information required will be used. Your date of birth, postcode, NHS number, and gender (but not your name) will be used to link your records in a secure environment before being deleted. Once this information has been linked, a new record will be created (see FAQ 8). This new record will not contain any information that identifies you.

When your GP enters information into a health record he/she uses a combination of free text and codes.

- Free text might be something you tell your doctor such as your symptoms, your occupation, how you are feeling. Free text information will not be sent to the HSCIC secure environment.
- Codes are a combination of letters and numbers that indicate a piece of clinical information such as a diagnosis, a test result or a prescription. The list includes codes about NHS prescriptions, referrals and other clinical information. Using a computer, your GP can search through these codes to find all the patients in the practice with the same code and invite those patients to a specialist clinic for that condition.

To summarise, the information extracted into the HSCIC will be coded information plus your NHS number, postcode, date of birth and gender. Note that your name and your address will not be extracted. This is to help protect your identity.

8. Will the people in the secure environment see information that identifies me?

When information leaves your GP practice, it will be sent to the HSCIC (see FAQ 6). The computer systems at the HSCIC will link information from your GP record with information from your record in other places where you have received NHS care, such as your hospital record, if you have one. The linked information will be used to create a new record. Once this has been done, all of the information that directly identifies you (such as your NHS number, postcode, and date of birth) will be replaced with a code that does not reveal who you are.

The process to create this linked record is automated. Occasionally, in a small number of cases, it is necessary for an HSCIC member of staff to check the data. However, this is only done following strict rules and processes that protect the confidentiality of the individual. Only

the linked data record, which does not identify an individual, will be used by those planning health services.

Separately, there are limited circumstances when the law allows the HSCIC to pass on information that may identify you where there is special approval (see FAQ 9). You can object to this sharing of your information too (see FAQ 15).

Finally, the HSCIC also has special legal approval to link information for CPRD (see FAQ 3).

9. What research will be carried out on data that identifies me?

In most cases, researchers can carry out their studies using information that does not identify you. Occasionally, however, medical researchers need to use information that does identify you. Only researchers who have obtained your permission or who have been granted special approval are allowed to access your identifiable data. This special approval is granted following advice from an independent panel called the *Confidentiality Advisory Group* (CAG). This group grants approval to a small number of research projects each year, which it considers to be in the public interest and for the benefit of the health service. The CAG approves requests where it is not possible to use information that does not identify you and it is not possible to ask you. There are a variety of reasons why it might not be possible to ask people; for example, where there are extremely large numbers of patients. Access to the information is restricted to the specific information necessary for the research.

Examples of projects approved by the CAG include a national study into people who have had a heart attack, and a study of the time people had to wait for treatment for cancer and the effect of these waiting times on survival.

10. Will information that identifies me be used by marketing or drug companies? Marketing and drug companies will not have access to information that identifies you unless you give your specific permission, such as if you have been contacted by your GP practice and you agreed that researchers could contact you about a clinical trial.

While there are some limited circumstances when the NHS needs to carry out medical research using information that identifies you, this type of research requires

special approval (see FAQ 9). You will not be contacted by a third party unless you have specifically agreed to this.

11. Will my information be shared with insurance companies or solicitors?

The HSCIC will not share information about you with insurance companies or solicitors. If an insurance company or solicitor wanted information about you they would approach your GP practice directly and you would need to give your explicit consent before any of your information could be shared with them. If you do not agree to their specific request for your information then it will not be shared with them.

12. Will you sell data?

No. The HSCIC does not charge for data. Sometimes, the HSCIC may charge an administrative fee (for example, to link the data) but there is no commercial sale of NHS data.

13. Why do you need to extract data that identifies me?

We need to be able to link information from the different places where you receive NHS care, such as your GP practice and hospital. The people who plan and monitor the quality of NHS services need this type of joined-up information to get a full picture of the care being provided by the NHS. Your NHS number, postcode, gender and date of birth are needed to join up this information from the different places where you received care. Your name and address are not used in this process.

14. What should I do if I have concerns?

If you have concerns, you can talk to staff at your GP practice or ask the practice for a copy of the leaflet "How information about you helps us to provide better care".

If you do not want information that identifies you to be shared outside your GP practice, you can ask your practice to make a note of this in your medical record. This is called an objection. An objection will prevent your confidential information being used other than where there are exceptional circumstances or where the law allows your information to be shared.

Remember, if you are happy for your information to be used for planning health services and for research then you do not need to do anything.

15. What kinds of information sharing can I object to?

There are two types of information sharing you can object to:

- You can object to information containing data that identifies you from leaving your GP practice. This type of objection will prevent the identifiable information held in your GP record from being sent to the HSCIC secure environment. It will also prevent those who have gained special legal approval from using your health information for research.
- You can also object to **any** information containing data that identifies you from leaving the HSCIC secure environment. This includes information from all places you receive NHS care, such as hospitals. If you do not object, information that identifies you will only leave the HSCIC in limited circumstances where there is special legal approval, for example for medical research (see FAQ 9). If you object, confidential information will not leave the HSCIC and be used in this way, except in very rare circumstances for example in the event of a civil emergency.

16. If I object will this stop all data about me leaving the practice?

No. The law requires doctors to provide some very limited information about certain things. The law says, for example, that doctors must provide information to local authorities about some infectious diseases, such as if you had food poisoning. Very rarely, doctors may be required to disclose information in order to detect a serious crime. Likewise, a court order can require doctors to disclose certain information during a court case.

17. If I object to both data leaving the GP practice and the HSCIC, how will the HSCIC identify me to implement my objection about data flowing from the HSCIC?

If both objection codes are applied to your record then it is necessary for your GP practice to send your NHS number to the HSCIC so that your objection can be implemented. The HSCIC needs your NHS number so that they can apply your objection to information they hold. No other information that identifies you will be sent to the HSCIC by your practice.

18. I have opted out of the Summary Care Record (SCR) so do I need to talk to my GP practice if I have any concerns?

Yes, you should still talk to your GP practice. There are important differences between allowing the NHS to use your information for planning and research and the Summary Care Record (SCR). The SCR may be used by any health professional in the country to provide you with care. It would be wrong for us to assume that because you have chosen not to have a SCR that this automatically means you also wish to stop the use of your information being used to improve health services.

19. Can I stop data that identifies me leaving other places where I receive care (for example, a hospital)?

No. Currently, some information which may identify you, for example by including your NHS number, will flow from hospitals and other places where you receive care and treatment to the HSCIC, where this is allowed by law. At the moment, you can only object to data containing information that identifies you from leaving your GP practice.

However, you can object to **any** information containing data that identifies you from leaving the HSCIC secure environment. This includes information from all places you receive care (for example, hospitals). In the future, it should be possible for you to stop information that identifies you from going to the HSCIC from wherever you receive NHS care or treatment. But at the moment, the systems we use in the NHS do not currently allow this. The note of your objection in your GP record cannot be seen by other places where you receive care, such as hospitals.

20. When my data leaves the practice to go to the HSCIC, who is the data controller?

The HSCIC will be the data controller for the data for the purposes for which they are processing and will be obliged to comply with the law.

21. Can I stop data that does not identify me being used?

No. Information that does not identify you is not confidential. Since this information is neither personal nor private, the law says that it can be used much more freely. As this information can be so helpful to the NHS and does not identify you, there are good reasons for making the best possible use of it.

22. Can I change my mind?

Yes, you can change your mind at any time and as many times as you wish. For example, if you object and then change your mind (i.e. you decide you are happy for your information to be used) then you will need to speak to your GP practice to ensure this happens. Likewise, if you do not object now but then later decide you wish to object, then this is also possible. Just speak to your GP practice and ask them to record your wishes.

23. Can I change my mind and decide I no longer want information that identifies me to be used even if it has already gone to the HSCIC?

Yes. You should notify your GP of your objection. The HSCIC will then ensure that any information they have from your GP practice that identifies you is removed.

24. Can I have a greater number of choices and allow data to be used for some but not other research projects?

No. Currently you have the right to say yes or no to your information leaving the GP practice or being shared by the HSCIC, for example for research. The system does not let you say yes or no to your information being used for all the different types of research projects that come to the HSCIC. However, if a researcher is working directly with your GP practice for their study then, unless there is special approval (see FAQ 9), your GP will check with you first if you are happy to share your information and be part of the study. This will be done for each individual research project that works directly with your GP Practice where you would be a potential participant.

25. Do I need to do anything if I am happy for my information to be used?

No. If you are happy for your information to be shared to help improve health services, then you do not need to do anything. Your information will continue to be used for that purpose and to benefit all patients.

26. I am a carer for someone who lacks capacity to decide whether to allow their information to be shared – can I decide on their behalf?

If you have a *Lasting Power of Attorney for health and welfare* then you can object on behalf of the patient who lacks capacity. If you are a carer or relative who does not hold a Lasting Power of Attorney then you can raise your specific concerns with the patient's GP. The GP will make a decision based on an assessment of the patient's best interests, taking your views into account.

27. I am a parent/guardian of a child can I make the decision on their behalf?

If you have parental responsibility and your child is not able to make an informed decision for themselves, then you can make a decision about information sharing on behalf of your child. If your child is competent then this must be their decision.

28. What happens if my confidentiality is breached?

The HSCIC is committed, and legally bound, to the very highest standards of privacy and confidentiality to ensure that confidential information is protected at all times. Information in health records can only be shared beyond those caring for you where: (i) the law allows it (ii) there is a court order (iii) there is a sufficiently strong public interest justification or (iv) you have given your permission (See FAQ 16).

The Information Commissioner's Office has powers to impose heavy fines in the event of any breach of the Data Protection Act 1998 (which is the law that governs how your information is used by organisations, businesses and the government). If the HSCIC is found to be in breach of the DPA, it would be subject to a fine. The ICO

has also set out clear guidance in relation to whether data identifies you or not.

NameDate of Birth.....

Please tick each box that you consent to:

- I consent for my Emergency Summary Care Record to be shared.
- I give consent for Care.Data Services
- I give consent for non-clinical text messages, emails and new service information to be sent

Phone Number.....Mobile Number.....

Email address.....

- I give consent for you to use my email address to contact me regarding new services/news letters or any practice updates I would benefit from knowing.
- I have completed the form for online services and consent to this.

I consent to being contacted re any research study that my GP deems relevant to me. I consent to you contacting me by letters in the post.

I consent to members of the practice team using Electronic Referral Service (ERS) for my continued care IE: Communities of Practice (District Nurses) Hospitals and Local Hospices (should my care require this).

Signature..... date.....