

Please take time to read this leaflet.
You need to make a choice.



Salford Integrated Record

Sharing patient
information locally

NHS Salford uses the Salford Integrated Record system to improve the quality and safety of our patients' care.

Please read this leaflet carefully. It will give you information about your Salford Integrated Record – Salford's local patient record sharing system.



Salford Integrated Record

What is Salford Integrated Record?

Every time you go to a different surgery, clinic or hospital within Salford, a health record is created about you, your conditions and your treatment. Before the introduction of Salford Integrated Record in 2009, these healthcare organisations could only share this information by letter, e-mail, fax or phone. At times this was unreliable and slow. Salford Integrated Record is a computer system that was introduced to combine all of a patient's separate health records into one easily accessible record, ensuring this information is available to Salford's health and social care staff instantly every time you need treatment.

Unless you have already told your GP that you no longer want your Salford Integrated Record sharing, it is likely that you have had one since 2009. The information in this leaflet has been provided to help you to make your decision about whether or not you would like to keep your Salford Integrated Record.

You can choose to keep your Salford Integrated Record:

You do not need to do anything. Your record will continue as it has since its creation in 2009. Healthcare staff will ask your permission every time they look at your Salford Integrated Record.

You can choose to remove your Salford Integrated Record:

If you no longer want your Salford Integrated Record, you need to let your GP practice know by filling in and returning the Salford Integrated Record opt-out form enclosed within this pack.

If you have already informed your GP that you would like to opt-out of the Salford Integrated Record scheme, this opt-out request will still be on your record and you will not be required to complete another opt-out form.

See pages 6/7 for more information about this.

How does Salford Integrated Record benefit me?

The Salford Integrated Record will help health and social care staff in Salford provide you with the best possible care because it:

- **Is Safer**
It gives the people taking care of you the right information at the right time.
- **Reduces Delays**
Because less time is wasted repeating drug lists, allergies and previous illnesses, staff can make informed decisions about your treatment more quickly.

This new combined record will not affect the relationship you have with your GP or any other health professional. You will still use NHS services in the same way, but there should be less going over old ground, less risk of errors and more time to talk.

What is in my Salford Integrated Record?

Your Salford Integrated Record will contain the information your GP has about you on your GP record and information from your clinic and hospital records.

How will my privacy be protected?

The NHS has a responsibility under the Data Protection Act to protect every patient's personal information. Your integrated record will be protected in the same way. Only health and social care professionals directly involved in your care are allowed to look at your record.

You will be asked for permission to view your record each time you come into contact with a health professional and only the parts that are relevant to that particular treatment will be visible.

Every time a record is viewed the identity of the reader is recorded. You can request details of all the people who have accessed your record. Staff can be asked to give a reason why they have viewed your record and will be disciplined if rules on confidentiality are broken.

How can Salford Integrated Record improve my care?

Information in electronic records can be valuable for data research into illnesses and treatments to improve patient care. It is possible that the information held within your Salford Integrated Record may be used for research purposes. However, research can only start if approved by an independent ethical committee and all personal details are removed making it impossible to discover the identity of any patient.

On rare occasions, research companies will ask for some patients' personal details to help them with their studies. Should a research company request your personal details, you will be contacted and asked to provide your permission beforehand. Personal data will never be released without your knowledge and approval.

What are my choices?

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

Can I change my mind at any time?

Unless you have already opted out, it is likely that you will have had a Salford Integrated Record since 2009. You are welcome at any time to ask your GP to remove your Salford Integrated Record from being shared, or alternatively - if you have already requested that it is removed from sharing, you are welcome to ask your GP to reactivate it.

If you do choose to have your Salford Integrated Record removed from sharing, we will make sure that any health or social care staff who does try to look at your Salford Integrated Record is not able to do so. We would only ever make your record available again if whoever wants to see it asks in writing or an investigation has found it necessary. Under these circumstances, the patient would always be informed.

My children and the Salford Integrated Record

Your children will have automatically had a Salford Integrated Record created for them. If you no longer want your child to have their Salford Integrated 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 keep their Salford Integrated Record. For example, if your child has a serious illness or condition that healthcare staff treating your child should know about.

What do I do now?

If you are happy to keep your Salford Integrated Record as it has been since 2009, you do not need to do anything.

If you would like your Salford Integrated Record removed from sharing, please fill in an opt-out form and return it using the pre-paid envelope or drop it directly into your GP practice.

If you have previously opted out from sharing your Salford Integrated Record, but would now like it reactivating, please contact speak directly to your GP practice.

Further copies of the opt-out form are available at www.salford.nhs.uk or from your GP practice.

Where can I get more information?

For more information about Salford Integrated Record and your choices:

- Phone 0161 212 4832
- Email electronichealthrecords@salford.nhs.uk
- Visit www.salford.nhs.uk



**Copies of this booklet
are available in other
languages and formats
upon request.**

Please keep this leaflet safe