

Sharing your care record



A guide for people that use our services

This leaflet tells you what a care record is and how it can be shared. It also tells you how to give consent to share your care record. Please read this leaflet carefully.

What is a care record?



All the information about the care and treatment we provide is held on a care record. Your care record is stored electronically on a secure system.

Healthcare staff use this information to make sure you get the right care and support you need. Staff make sure this information stays confidential and is kept safe.

We know that other health and care services such as hospitals, clinics, GPs and social care may also provide you with care or support.

To help us all work together, we want to share the information we have with them, so they can continue to support you with the best care and treatment. We call this a 'shared care record'.

This means:

- Everyone who provides your care will have the information they need, when they need it
- You get the right treatment for your mental and physical health
- You do not have to repeat your story
- You get the best health and care services we can provide.

Care records will *only* be shared with services that provide you with care or treatment, and on a need to know basis.

You have a right to choose who will see your care record.



Consent to share your records

You will be asked by your healthcare worker at the Trust if you are happy to share your care record with other health and care services that also provide you with care. This is called consent.

You will be asked to complete a consent form. On this consent form, there are two types of consent:

1. You will be asked to give consent to sharing information with other health and care services. We call this 'share out'.
2. You will also be asked if we can see information about you that other health and care services who provide you with care have recorded. We call this 'share in'.

Consent to 'share out'

You can ask if some of the information you share out stays private. This means that only the service at the Trust who recorded the information can view this part of your care record.

- ✓ If you consent, other services caring for you will see your care record. For example, a district nurse that visits you would be able to see the information recorded by your GP.
- ✗ If you do not consent, only the person caring for you at the Trust will be able to see your record. Your record will not be shared with other health and care staff that provide you with care and treatment outside of the Trust.

Consent to 'share in'

You can give consent for other health and care services to share the information they have recorded about your care.

- ✓ If you consent, we will be able to view the information recorded on your care record by other health and care services.
- ✗ If you do not consent, we will not be able to see this information.

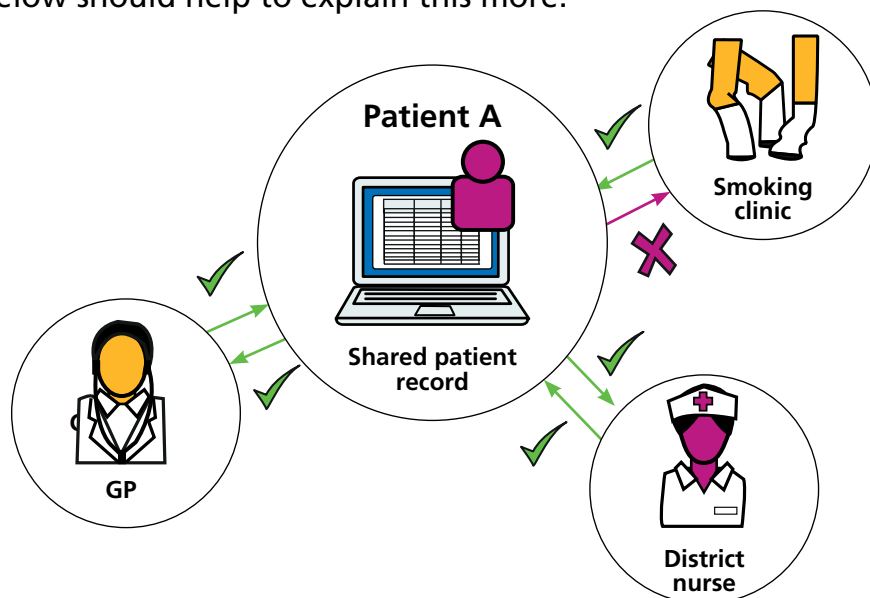


How does consent work?

If you consent to share out and share in your health record, everyone who provides you with care will be able to see the same record.

However, you can choose who can see your full health records.

The example below should help to explain this more:



Patient A receives care from three different NHS services (a GP, a district nurse and a smoking clinic).

You can see from the image that the GP and nurse will share the same information. Both can see Patient A's records at the smoking clinic.

But the smoking clinic will not be able to see Patient A's shared record which has information from the care they receive from the GP and district nurse.

This is because:

- Patient A has consented to both share in and out their care records with their GP and district nurse. So the GP and district nurse can see patient A's full shared care record
- Patient A has consented to the smoking clinic sharing out information about their care. This provides the GP and district nurse with information about patient A's care and treatment at the smoking clinic
- Patient A has not consented to information being shared in with the smoking clinic. This may be because Patient A decided that their full GP and district nurse record is not relevant to a smoking clinic.

What if I change my mind about consent?

You can change your mind about consent. All you need to do is contact your health worker at the Trust who will help you.

What else do I need to know?

If you haven't been asked to share your care record at other NHS services, including your GP, you can always speak to a health or care worker about recording your choice around consent.

In a serious situation, for example if you are unconscious, a health and care service will be able to view your care record. They will do this even if you have not given consent.

More information

If you are still unsure about sharing your care record, speak to a member of staff for more information.

You can also have a look at our frequently asked questions (FAQs) on our website:

www.southwestyorkshire.nhs.uk/sharing-your-health-records

W przypadku potrzeby uzyskania kopii danej ulotki w jakimkolwiek innym formacie lub języku, prosimy o kontakt z pracownikiem służby medycznej w funduszu zdrowia

اگر آپ کو اس پرچے کی نقل کسی اور ساخت یا زبان میں چاہیے تو برائے مہربانی ٹرسٹ پر اپنے/اپنی ہیلتھ کیئر ورکر سے رابطہ کریں

در صورت نیاز به یک نسخه از این جزوه به هر شکل و یا زبان دیگر، لطفاً با بنیاد تماس بگیرید کارمند مراقبت های بهداشتی خود در

Potřebujete-li kopii tohoto letáku v jakémkoli jiném formátu nebo jazyce, kontaktujte svého pracovníka ve společnosti Trust.

如果您需要此宣传册的任何其他格式或语言的版本，请联系国民医疗服务体系的医疗保健工作人员。

Ja jums nepieciešama šī bukleta kopija jebkādā citā formātā vai valodā, lūdzu, sazinieties ar savu trasta veselības aprūpes darbinieku

ਜੇ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਫਾਰਮੈਟ ਜਾਂ ਭਾਸ਼ਾ ਵਿਚ ਇਸ ਪਰਚੇ ਦੀ ਕਾਪੀ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਟਰੱਸਟ ਵਿਖੇ ਆਪਣੇ ਸਿਹਤ ਸੰਭਾਲ ਕਰਮਚਾਰੀ ਨਾਲ ਸੰਪਰਕ ਕਰੋ

إذا كنت تحتاج لهذه الوريقة بنسخة أو لغة أخرى؛ يرجى الاتصال بالعامل الصحي التابع للمؤسسة.

Si vous avez besoin d'une copie de cet dépliant dans un autre format ou une autre langue, veuillez contacter votre professionnel de santé à la Trust.

If you require a copy of this leaflet in any other format or language please contact your healthcare worker at the Trust.