**Leyburn Medical Practice**

**Your GP Shared Record**

**Sharing Your Medical Record**

For some time, to help with your care, some NHS health and social care organizations have been able to view your medical information (your 'GP shared record') if you have consented to share it. Patients can: **CONSENT TO SHARE THEIR RECORD** or **DISSENT TO SHARE THEIR RECORD.**

We may have already set an option for your record to be shared or not shared. This might have been because of your stated preferences when you registered at the practice or when we referred you to another service such as physiotherapy or dietetics. If it is shared, it will only be shared with trusted local and national services, such as South Tees Hospital Services and all A&E services. However, you can change these settings using our online services (SystmOnline) or by contacting the practice.

If you are happy for your record to be shared you can now control how widely it is shared using the following option settings:

1. **PRACTICE DEFAULT** – this uses the controls currently set by Leyburn Medical Practice. We have created a list of trusted local and national organisations that do not require verification. If you would like to see this list please contact us. All other organisations require verification.
2. **NO ORGANISATIONS REQUIRE VERIFICATION** – this can be used if you are happy for all organisations that provide you with care to view your shared record, without having to complete a verification process (detailed below). These organisations should still ask consent when they want to access your record and inform you prior to accessing it.
3. **ALL ORGANISATIONS REQUIRE VERIFICATION** – this should be used if you wish to have an extra verification process in place (detailed below) before allowing any organisation that provides you with care to have access to your shared record.
4. **CUSTOM** – you can choose:
	1. Which health and social care organisations can access your shared record without an extra verification process (detailed below) by creating your own list of organisations. Consent should still be asked prior to your shared record being accessed by these organisations. Organisations not on this list will need you to complete an extra verification step (as below) in order to view your shared record.
	2. Which organisations cannot access your shared record under any circumstances. If you would like to add or remove any organisations please speak to your GP.

**Verification Process**

When verification is required:

* You will receive a unique code sent to you by SMS or email that you pass to the doctor or nurse to enable them to see your record; or
* You approve the organisation’s request through SystmOnline (not available via SystmOne App).

For this reason we need to always have your up to date contact details. These can be updated via SystmOnline or the SystmOne App. To register for our online services please contact the Reception Team.

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| **Your Data Matters**The NHS wants to make sure you and your family have the best care now and in the future. Your health and adult social care information supports your individual care and also helps us to research, plan and improve health and care services in England. There are strict rules on how this data can and cannot be used, and you have clear data rights. We are committed to keeping patient information safe and will always be clear on how it is used. **You can choose whether or not your confidential patient information is used for research and planning.**If you do not wish your information to be used in this way please opt-out by visiting[www.nhs.uk/your-nhs-data-matters](http://www.nhs.uk/your-nhs-data-matters) or calling 0300 303 5678. The Practice is unable to record this on your behalf. |

Please see the Privacy Notice on our website for more information on how your data is held and used by our Practice: <http://leyburnmedicalpractice.co.uk/>