

The Porch Surgery Looking After Your Health Record

We hold the following data about you and your health:

1. Demographic data. - that is name, address, NHS number, date of birth.
2. Old paper health record notes – everything since April 2000 is now on computer
3. Records of all consultations and appointments here.
4. Copies of records received from other Doctors you have consulted or summaries of admission to hospital.
5. Record of all prescriptions issued.
6. Results of lab tests and x-rays.

Who May See Your Records:

Doctors, Nurses or clerical staff, but only if they need to see it to help your particular problem. All NHS staff have a Duty of Confidentiality which is rigorously enforced.

We share information with professionals outside the Practice, such as Community Nurses, Physiotherapists and Social Workers, but only the information they need to treat you.

Your relatives are only given information with your express consent.

Outside parties such as Insurance Companies when you apply for life insurance, or Solicitors when you are making a claim for damages such as those caused by a road accident, with your written consent. You should be warned that Solicitors usually ask for copies of your entire medical record and not just the parts relevant to your claim.

Sensitive information, such as that discussed with Counsellors, is only shared with the Doctor with your express consent.

You yourself may have access to or obtain copies of your record on application to the Practice Manager, please see a separate leaflet concerning this.

How Do We keep Your information secure?

The building is secure with a burglar alarm. The computer system is secure, requiring five separate passwords to get access to the clinical system.

What is the “Spine”?

The Spine is the national NHS data base plan to improve patient care in the near future. Although details of all patients will be held on the Spine, it is designed only to allow access to those professionals treating the patient at a particular time.

Patient Demographics (see 1 above) are already on the Spine. This is now being used to book hospital appointments. Electronic transfer of prescriptions from the GP to pharmacies is planned in the near future.

There are plans in the more distant future to upload a summary of all patient's medical history to the Spine, A very few patients are not happy with this. You can if you wish register so that your records are not uploaded to the Spine. Please contact the Practice Manager.

Who is responsible for looking after my information in the Practice?

Dr MacArthur. Please contact him if you are not happy in any way with how the Practice looks after your information.