

Saville Medical Group - Viewing Your Medical Records Online

The surgery has a clinical system (EMIS Web) that, through a website, allows patients to easily and quickly view part of their electronic medical information held about them by their GP Practice. The information is easy to navigate and has links to other resources such as patient information leaflets about diseases, support groups and medications. There are also links to websites such as NHS Direct Online and Patient.Co.Uk where you can find additional information to help you understand what you read in your health record.

Registering to see your medical record online

You will need to be connected to the Internet and have a PC with a web browser such as Internet Explorer (version 6 or later). You will need to understand what the system does, what your responsibilities are and how your data is stored.

You will need to sign a consent form before you start using the system.

Identity Theft?

No addresses, NHS numbers or National Insurance numbers are given on the screen

Any data held by the practice concerning you is subject to the regulations laid down in the Data Protection Act (1998). The consent is between you and the practice.

It is important to note that more areas of your record will become available to you online in the future. THEREFORE DO NOT GIVE YOUR LOG ON DETAILS TO ANYONE IF YOU DO NOT WANT TO SHARE YOUR RECORD.

What if I mess it up?

No matter what you click you can't alter anything in your medical record.

Remember to log out of the system when you are finished

Forgotten your Pass Phrase?

You will need to come to the surgery, bringing your ID with you, and your Pass Phrase will be reset.

Why have an Online Medical Viewing System?

This practice believes that it is important for improved patient care and learning that you are involved in your healthcare as much as possible.

Advantages to you, the patient:

- You can check the accuracy of your medical record
- It empowers you to become more involved in your medical care.
- You may be in another country and taken ill. You can decide to allow the doctors to access your medical records
- If you wish and only if you wish, you can share your records with a carer or relative
- You can check information about medication, allergies and immunisations

Where is my confidential medical information held whilst I am viewing my Online record and who has access to it?

- The information you view on the online system comes from the clinical system in your GP practice.
- Portions of this information are encrypted - this means it is very difficult for someone else to intercept and read the information.
- Your information is securely sent from the GP system to your PC web browser.

None of the medical information that is shown on the online system is held permanently on any computer except the computer which holds the original data in the GP practice. When you log off from the online

system or if a problem occurs with your computer, for instance a power failure, all your confidential medical information is cleared from the online system.

How will other people be prohibited from seeing my record?

To view your online Record you have to identify yourself with pass phrases and PINs that only you know. Unless you reveal this information to someone else you will be the only person able to access your medical record via the online system

What if I find an error in my medical record?

If you find any errors or missing information in your medical record you can tell the Receptionist or discuss it with the Practice Manager or your GP.