



Suffolk Primary Care Trust  
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 Suffolk  
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PRIVATE & CONFIDENTIAL

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 Postcode

0000101000011

NHS Number: 000 000 0000  
 GP Surgery Code: A00000

Date

Salutation

### Important information about your health records – please read

The NHS is improving the way your health information is stored and managed. The NHS Summary Care Record (SCR) in Suffolk is being introduced throughout 2010 to help deliver better and safer care.

### What is the Summary Care Record?

Your Summary Care Record is an electronic record of important information about your health. It will be available to healthcare staff providing your NHS care in England. This means if you ever have an accident or become ill and need urgent or out of hours advice or treatment outside of your regular practice (for instance in A&E), the clinicians treating you can have immediate access to important health care information about you.

### What are the main benefits of the Summary Care Record?

Besides helping deliver better and safer care, the Summary Care Record will allow:

- Health care staff to get a more complete picture of your health care.
- Health care staff to have quicker access to your records so they can provide care that is more effective.
- Limited but important information to be available to people treating you in out of hours and emergency care settings, helping to provide better care for you.

### What information is included in your Summary Care Record?

It will initially have information about your **current medications**, any **allergies** you suffer from and any **bad reactions to medicines** that you experience. Over time, it will build to include information about other health issues considered important to your wellbeing.

### Who will be able to access my Summary Care Record?

Only authorised NHS healthcare staff who are directly involved in treating you will be allowed to access your Summary Care Record. There are strict security measures in place to protect your information. If a healthcare professional needs to view your Summary Care Record, your permission will always be asked beforehand unless it is an emergency, for instance if you are unconscious.

Your unique NHS Number is: 000 000 0000. Please keep it safe and use it whenever you communicate with the NHS, visit your GP or contact another health care worker.

## Children under the age of 16

This letter will go to all patients aged over 15 years and 9 months to ensure that they have the choice of having a Summary Care Record. Patients under 16 will have a Summary Care Record created for them unless their GP Practice is advised otherwise. If you are the parent or guardian of a child under 16 then you should make this information available to them if you feel they are old enough to decide for themselves whether they want a Summary Care Record or not.

### Do I have to have a Summary Care Record?

You do not have to have a Summary Care Record and can opt out by letting your GP Practice know in writing or in person. You can also complete the Summary Care Record opt out form and give it to your GP Practice. The form is available at your GP Practice or it can be downloaded from this website link: <http://www.suffolk.nhs.uk/scr>

Whatever you decide, you can change your mind at any time. Please see the enclosed leaflet for more information.

If you are a family member or carer of a person who wishes to opt out of having a Summary Care Record created, and you have concerns that they may not have the mental capacity to make this decision, please contact their GP Practice.

### When will your Summary Care Record be created?

Suffolk GP practices will create Summary Care Records at different times from 12 June 2010 onwards.

Your GP practice, Acute Hospitals, Mental Healthcare Trust and Community Care providers are supporting the Summary Care Record for their patients because they believe it will improve the care that you as a patient will receive. If your GP practice does not hear from you by 12 June 2010, it will be assumed you are happy to have a Summary Care Record and the process of creating a record for you will begin.

### How to find out more

If you have any questions or concerns or would like help and support, you can:

- Read the enclosed leaflet that tells you about the service, how your health information will be stored and managed and your options as a patient. Please take time to read this carefully.
- Contact Suffolk's Patient Advice and Liaison Service (PALS) team on **0800 389 6819**.
- Contact the NHS Care Records Service information line on **0845 603 8510**.
- Visit the NHS Care Records Service web pages at <http://www.nhscarerecords.nhs.uk>
- Visit NHS Suffolk website about SCR at <http://www.suffolk.nhs.uk/scr>
- Order more information and a leaflet in another language or format using the enclosed form and pre-paid envelope.
- We will be arranging a number of patient drop-in sessions for you to talk face-to-face about SCR with NHS advisers. These events will be advertised in GP surgeries.

**Remember, if you would like to have a Summary Care Record, and are happy with the explanations in this letter, then you do not need to do anything further.**

Yours sincerely



Carole Taylor-Brown  
NHS Suffolk Chief Executive