

PATIENT CONFIDENTIALITY



Patient Confidentiality Information Guide

Developed by local GP Surgery staff and approved by Moss Grove Surgery Patients Panel

The Information we hold and where we hold it

Confidentiality is at the heart of good medical practice and is based upon mutual trust and confidence.

Patients' health records are kept by the practice with which they are registered and the hospital or NHS Trust which treats them. Each Health Care Professional is responsible for the accuracy and safekeeping of the health records.

The records include general information like name, address and date of birth. They also contain details of care such as consultations, illnesses, investigations, prescriptions received and treatment carried out.

“Data Protection Act 1988”

We as a practice are covered by the Data Protection Act 1998. The Act covers paper and computer records without time restrictions. We as a practice use both computer and paper records

“Secure”

All records are filed in fireproof cabinets, which are locked at the end of a working day.

Each computer is password protected and only authorised personnel can access personal and medical information.

“Trustworthy”

All members of the practice have a personal duty to be aware of the importance of confidentiality.

All our administration and clinical staff have signed a confidentiality statement, which states that a breach of confidentiality will lead to instant dismissal.

”Secrecy”

Health professional in the course of their work, e.g. Doctors, Nurses, Community Health Workers, Therapists and Technicians all have access to the health records of their patients in order to carry out a high standard of care.

The death of a patient does not absolve a Doctor from the rule of professional secrecy.

“In Confidence”

As a practice we are committed to uphold confidentiality at all times. Anything discussed with a Doctor is kept private except on a need to know basis with fellow Health Care Professionals.

What we need you to do

Inform us of any change in your name, address, telephone number or marital status so we can keep your health records up to date at all times.

Unless you advise us to the contrary, we may pass your telephone number onto local hospitals where we feel it is helpful and appropriate.

Please respect other patients' confidentiality and not expect the staff to divulge information regarding any other patient including family members and friends.

Developed by Surgery Staff from the following practices:

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Kingswinford
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(Approved by Moss Grove Surgery Patients Panel)