

Managing Opt-Outs

The opt-out form that has been provided can be uploaded into the EMIS document store for easy access should a patient ask about the Surrey Care Record during a consultation. Paper copies can also be held by reception staff to enable any queries at the reception desk to be handled quickly.

When a completed opt-out form is received, this should be scanned to the patient record and then securely disposed of.

Depending on the patient's specific preference regarding record sharing, the following actions will need to be undertaken in order to ensure the appropriate opt-out:

1. For patients that wish to opt-out of all sharing of their GP record beyond their GP Practice, the relevant code will need to be added to the patient's EMIS record.
Note: This will prevent all sharing of the patient's EMIS record including sharing with the Summary Care Record and with other EMIS sharing partners (e.g. Locality Hubs, Community Services, etc.). This action can only be implemented by the patient's GP Practice.
2. For patients that wish to disable the sharing of their Surrey Care Record entirely, including the sharing of information by other provider (e.g. Acute Trusts), the patient's Surrey Care Record will need to be set to 'disable sharing' via the Surrey Care Record (Patient's Know Best) system. **Note:** This action can be undertaken by GP Practices and by any other participating provider.

Note: Some patients may wish for one or both of the actions above to be implemented by their GP Practice.

EMIS extract service data exclusions

Patient opt-out codes

All 'regular type' patients will be extracted unless they have a specific opt-out code. If a patient later decides to opt in, this will be triggered by the addition of opt-in codes.

Patients whose records contain one of the following Read codes will have their data excluded from the EMIS extract entirely and thus no GP Data will be extracted for patients with these codes.

This is implemented on the EMIS side; the codes to be excluded are specified as part of the EMIS extract set-up configuration.

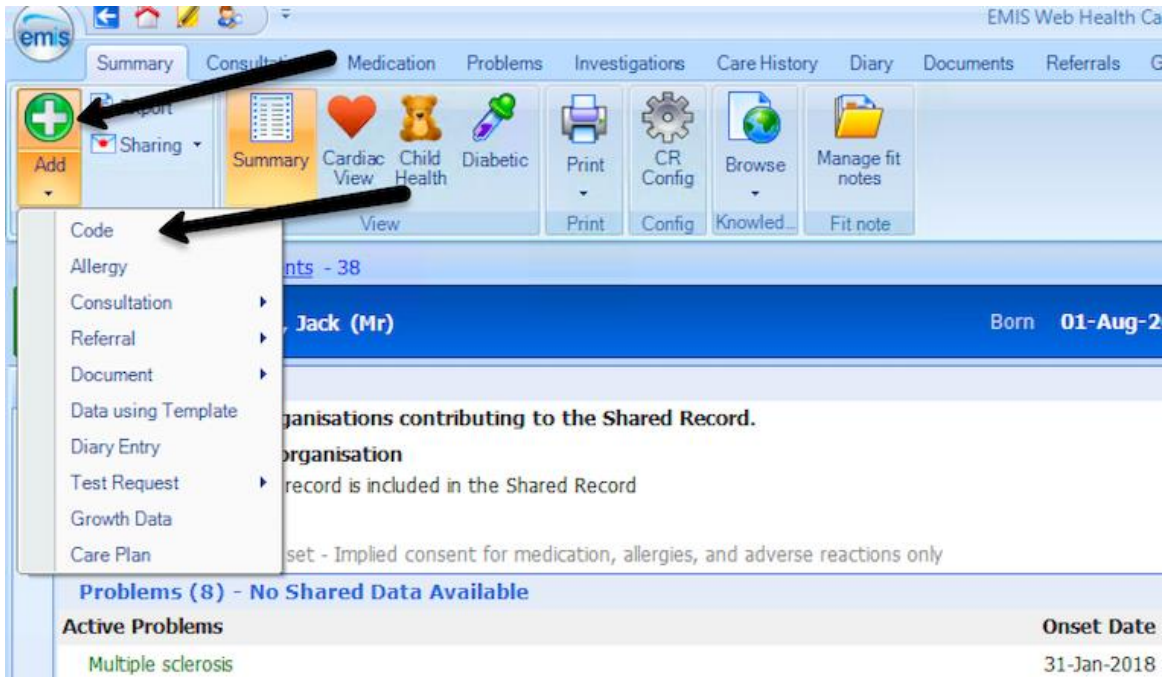
93C1.	Refused consent for upload to local shared electronic record
93C3.	Refused consent for upload to national share electronic record
9M1..	Informed dissent for national audit
9Nd1.	No consent for electronic record sharing
9Nd9.	Declined consent for PCT to review patient record
9NdH.	Declined consent to share pt data with specified 3rd party
9NdJ.	Consent withdrawn to share pt data with specified 3rd party
9NdR.	Unable to consent to information sharing
9Oh5.	Multi-professional risk assessment declined
9Oh8.	Personal risk assessment declined
9R1..	Confidential patient data held
9R11.	Conf data - patient not to see
9R12.	Conf data - not to be reported
9R13.	Conf data - staff not to see
9R14.	Conf data - paramedics not see
9R15.	Conf data - other Dr not see
9R1Z.	Confidential data NOS
9Ndo.	Express dissent for Summary Care Record dataset upload
9Nu0.	Dissent from secondary use of GP patient identifiable data
9Nu4.	Dissent from disclosure of personal confidential data by HSCIC
9Ndb.	Consent declined by person with parental responsibility

If a patient has had an opt-out code in their record and you would like to opt them back in, in order to populate their PKB record, one of the following opt-in codes should be added to the patient's record in EMIS Web.

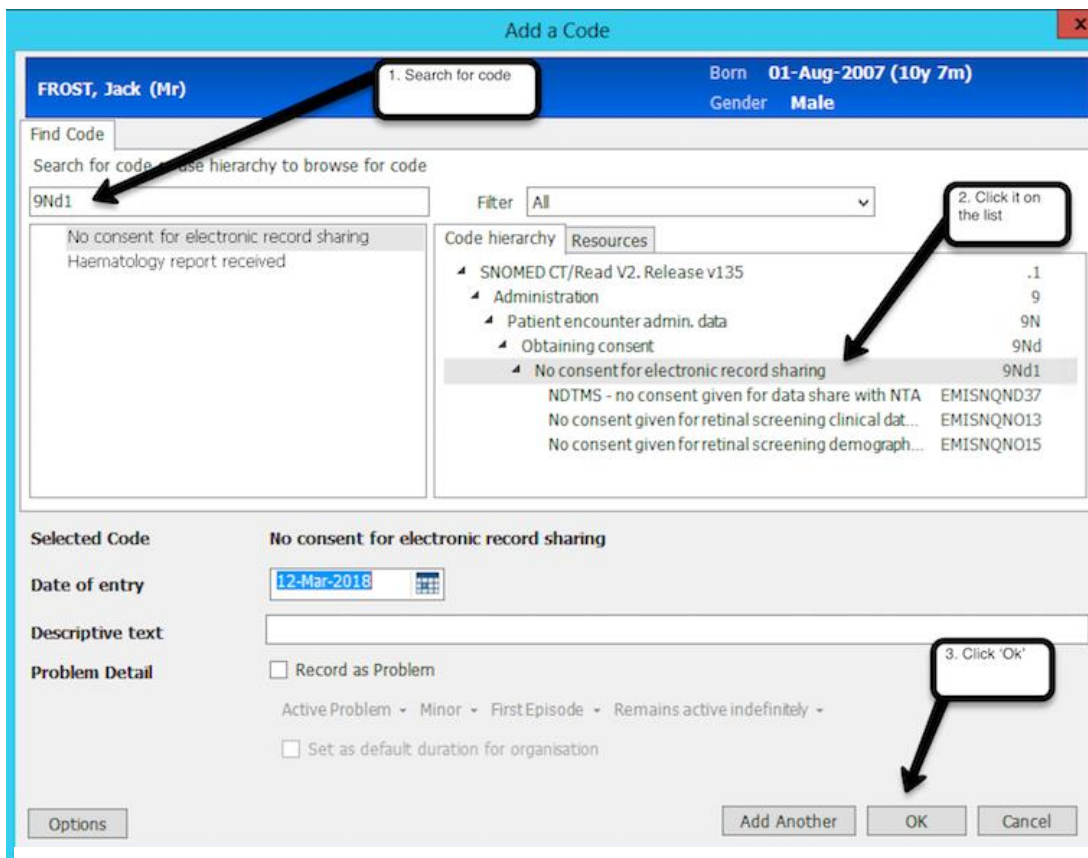
9Nd7.	Consent given for electronic sharing
9Nu1.	Dissent withdrawn second use of GP patient identifiable data

To add an opt-out code to a patient's record, or to opt the patient in (only needed if they previously had an opt-out code in record):

1. In the patients EMIS Web record, click on 'Add' > 'Code'



2. Add the relevant code and click 'OK'



Managing opt-outs via the Surrey Care Record (PKB)

As part of the roll out of the Surrey Care Record to GP Practice's, the supplier (Patient's Know Best) will require a Privacy Officer to be assigned within the Practice. They will have the ability to audit access to the Surrey Care Record within the Practice and disable the sharing of a patients record if requested.

PKB will provide instructions to Privacy Officers detailing how sharing can be disabled within the Surrey Care Record as part of their training.

If any opt-out requests are received before PKB have visited your Practice and provided training to your Privacy Officer, please retain any paper opt-out forms until you are able to process them via the Surrey Care Record system.