

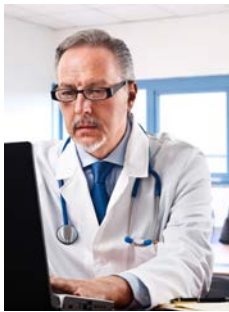
SystemOne Electronic Care Records

Information for people who use services and carers

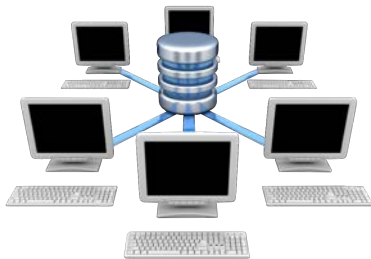


Easy Read

What is SystemOne?



SystemOne is our computer system for keeping your care records.



It keeps your care records safely in one place.



It holds information about your referral, appointments and medical information.



Staff use it to check their diaries and write letters and reports.

Why do we use SystemOne?

SystemOne helps us to give you better care because:



- The most up to date information is available to all our health and social care teams at any time.



- Your care team will find it quicker to see your health and care records



- You won't have to repeat your information to every new health professional you meet



- We will be able to plan and manage your health and care services better

Who can see my health records?



The staff who give you care will be able to see your health records.



Your records could be seen by health professionals in other organisations, but this will only happen with your permission.

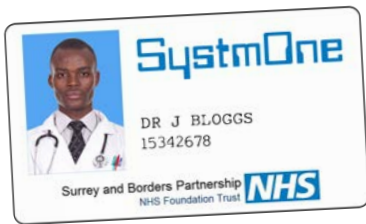


In an emergency we may share your medical information even if you haven't given your permission.



You can ask to keep certain parts of your record secret. You should ask your local doctor (GP) if you want to do this.

Is my information safe?



Staff can only look at your records if they use a “Smart Card” and a PIN (Personal Number). This is a bit like a bank card.

We have a note of every time any member of staff looks at your records.



If you are a carer of someone who uses our services we will also have a record for you. This will help you in your caring role.

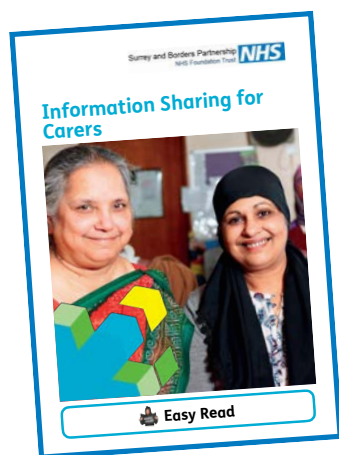
Can I see my own records?



Yes. You should ask your local doctor (GP) if you want to see your records.

Where can I find out more?

The trust has two leaflets that might help:



- Access to Health Records - is about how to see your own health records.
- Information sharing - is about how your record is shared with health and social care professionals.



You can download these leaflets from our website: www.sabp.nhs.uk

For more information

Please contact Surrey and Borders Partnership
NHS Foundation Trust



Telephone: 0300 55 55 222



Textphone: 020 8964 6326



Web: www.sabp.nhs.uk

Easy read by easy-read-online.co.uk