

### What happens during Registration?

Registration is a 3-step process – you will need your application to be validated, prior to being registered and issued with a Smartcard.

**1a. Validation** - Involves completing an RA01 Registration form, and presenting suitable documentary evidence of your identity to your local RA Manager or Agent at registration.

Alternatively, your organisation may allow you to have your identity vouched for by a Sponsor or HR if you have been working for the organisation continuously for the past 2 years. (If following this route your Sponsor will be required to present to the local RA Manager/Agent with you at the start of registration).

**1b. Role Assignment** - Your Sponsor will also need to agree and identify the level of access to NHS Care Records Service applications you need to perform your healthcare role.

**2. Registration** into the Spine User Directory (SUD) is performed by the RA Manager or Agent and involves generating a unique user record for you, creating your user profile, associating you with organisation(s) as sponsored on the Registration form and assigning you correct role(s) as sponsored on the form.

**3. Issuance** of your Smartcard is done by the RA Manager or Agent and involves taking a clear photo image of you prior to printing and issuing your Smartcard. You should be issued with only **one** NHS Care Records Service Smartcard which will be used by all the care organisations in which you work. You will be required to test your Smartcard once you have set a private login passcode of 4 to 8 alpha-numeric characters.

You will also be asked to enter an Account Recovery passcode required for identification purposes. If you need to use the Choose and Book application you will be asked to enter an employee passcode. These passcodes should be different, private and 8-25 characters in length.

**Examples of typical documents which may be accepted for you to prove your identity to your RA Manager or Agent are provided below.** Your

RA Manager, Agent or Sponsor should be able to advise if you can not produce the listed examples.

**Option 1** – Two appropriate forms of photo ID typically - Photo driving licence and passport. They will also require one active in the community document, typically a utility bill no greater than 3 months old and held in your name at your address. NB mobile phone bills are not acceptable.

**Option 2** – One appropriate form of photo ID typically – either photo driving licence or passport. They will also require two active in the community documents (see option 1 example or a non-photo driving licence)

**Option 3** – Two forms of personal non-photo ID typically birth certificate, non-photo driving licence, marriage certificate, debit or credit cards. They also require two active in the community documents (see option 1 example)

**Option 4** – School or Further Education leavers need four proofs, typically – birth certificate, NI number, education qualifications, HR letter or employment, bank statement.

The application forms (RA forms) should be available from your local RA Manager, Agent or Sponsor.

## Information on Registering for an NHS Care Records Service Smartcard



**For further information, please contact:**

[Registration Authority](#)  
[Derbyshire County PCT](#)  
[01246 225116](#)

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### **What is the NHS Care Records Service?**

As part of the modernisation of the NHS, new computer systems and services are being implemented, which will allow electronic patient information to be securely recorded, stored, accessed, and shared by authorised healthcare employees, 24 hours a day, seven days a week.

This will include NHS and non NHS healthcare personnel who require access as part of their healthcare role e.g. GPs

These services include the NHS Care Records Service, creating an individual electronic NHS Care Record for all 50 million + NHS patients in England.

The NHS Care Records Service is being delivered by Connecting for Health ([www.connectingforhealth.nhs.uk](http://www.connectingforhealth.nhs.uk)) and will provide a new computer network to link up GPs, hospitals, pharmacies, etc. to improve sharing of patients' records across the NHS. It will eventually allow patients to look at their own health records from home using a protected link.

### **What is a Smartcard?**

A Smartcard is similar to a Chip and Pin credit or debit card. It holds your private login passcode and is printed with your name, photo, and unique user identity number (see photo on front cover).

### **Why do I need a Smartcard?**

Smartcards help to protect the security and confidentiality of every patient's personal and healthcare information.

You will not be able to use the NHS Care Records Service without a Smartcard.

A Smartcard will be issued to you if you require access to NHS Care Records Service applications once your identity has been verified and an appropriate level of access to the applications has been identified.

### **When will I need a Smartcard?**

The NHS Care Records Service is being gradually phased in across England over the next few years.

Elements of the NHS Care Records Service, supporting applications such as Choose and Book

and the Electronic Prescriptions Service are already being delivered. As new systems and services are implemented in your organisation for which you require access to the NHS Care Records Service, you will need to register for a Smartcard.

Your local organisation will keep you informed about the timetable for implementing systems and services in your area and when and how you register for your Smartcard.

### **How much access will I have to patient information?**

Your level of access to patient information will depend upon your healthcare role and whether you have a legitimate relationship with the patient i.e. the patient is in your care. For example, an outpatient's receptionist will have access to some patient information, but not the same level of clinical detail as a GP or a Consultant.

A record of staff accessing patient's records will be made within the system.

### **What is registration?**

All the NHS Care Record Service applications use a common security and confidentiality model.

The NHS Care Records Service is required to implement the government's Security standards, so it is important that everyone who will have access to patient information has been through the same, rigorous identity checks.

As a healthcare worker you must be registered to the System and given appropriate access in accordance with your healthcare role.

Your access profiles will be identified by your local Sponsor who will identify the appropriate level of access you should have to patient information, based on your healthcare role and centrally defined guidance.

Once successfully registered, you will be given a Smartcard and asked to set a logon passcode which is only known to you.

You only need one Smartcard for all the organisations you work for as each Smartcard permits access to several profiles.

### **Can I be sure my personal data will be safe?**

The Registration Authority who will register you with your Smartcard will hold your personal data or ask your HR/ Personnel department to hold your data. This will be in accordance with the Data Protection Act.

Where you are asked to provide evidence of your identity, only a record of your personal identity document will be logged, along with your National Insurance number or other unique identification number. This registration information will only be available to the Registration Authority personnel.

### **Who is my sponsor?**

Sponsors are staff appointed by the organisation's Executive team. They sponsor applications of healthcare workers and will identify the profiles each member of staff needs (i.e. they determine who should have access and the type of access they should have).

Your Sponsor will usually be your operational head, manager or administrator within a practice, clinic, ward or department. They may also be a member of your HR/ Personnel department.

### **How do I get registered and issued with my Smartcard?**

You will be registered for your Smartcard by your local Registration Authority, when a NHS Care Records Service application is being deployed within your local organisation, which you will need access to.

Each local NHS organisation will have a Registration Authority – this may be within a Trust, a shared community service, or a wider shared service.

The Registration Authority will issue your Smartcard and allocate the appropriate profile to access to the NHS Care Records Service, once this has been agreed and assigned by your local Sponsor.

Applicants will be required to accept the terms and conditions of Smartcard usage to protect patient data by reading and signing acceptance prior to registration. **This is to ensure that the NHS Code of Confidentiality is supported and assure patients that their records are secure.**