

# How to update your personal information for your medical records

It is your right to have your medical record updated with your name and gender at the North Cumbria University Hospital Trust when you feel that this will be permanent.

## **Your GP**

In order that your personal information can be updated across all NHS services and Trusts it is very important that you advise your GP as soon as possible. The request should be made in writing and signed. However it is important to have a discussion with your GP regarding gender markers, as this determines whether or not you get called for gender specific screening programmes.

You do not require a Gender Recognition Certificate in order to make the update.

## **NHS Number**

Once the update has been processed a new NHS number is allocated. This helps to ensure that no one will see your previous name and birth gender.

Although you can request to keep the same NHS number it can be difficult to prevent previous details being visible on NHS systems. Also some NHS Trusts have systems which are not able to update the patient's gender unless a new NHS number has been allocated.

## **Respecting Your Privacy**

We can, in addition to updating your name and gender, redact your medical record notes, with your permission. Redaction is removing all mention of your previous name, birth gender and pronouns. No other information would be removed. Your original medical record would be made inactive and stored securely and the redacted version would be put into a new medical record available should you attend or are admitted to one of the NCUH hospitals.

If you have chosen to keep your original NHS number you may still request that we redact your medical file.

Please note that some types of medical information may disclose a patient's birth gender. If you wish this medical information removed from your medical record it is a legal requirement that we have a specific written request. Whether removing this information would alter your future medical care or not does not change this requirement.

To request your personal information to be updated at the NCUH Trust please complete and return the attached form.

**For further information**

Please contact:

Specialist Medical Records Clerk  
Medical Records Department  
North Cumbria University Hospitals NHS Trust.  
Unit G, Kingmoor Park, Duchess Avenue  
Carlisle  
CA6 4SN Tel: 01946 523288

**Consent to update Medical Record - North Cumbria University Hospital (NCUH) Trust.**

**Please check below as appropriate, sign and return to us.**

Original name:	
Date of birth:	
Address:	
Telephone number:	
New name:	
Gender identity:	

- I wish to update my name and gender with the NCUH Trust.
- I wish to update my name and gender with the NCUH Trust and have my medical file redacted (removal of previous name, birth gender and pronouns). I understand that if I do not have a new NHS number my previous details could be seen on the system NHS system.
- I wish to have an appointment to discuss my file as I believe there is medical information that would disclose my previous details.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_