**Key Information Summary**

Key information summary (KIS) has been designed to improve the sharing of information about patients who have complex care needs or long-term conditions. The KIS is an electronic health record which is held in your GP practice health record and shared securely with other health services and teams including:

* Hospitals
* NHS 24
* Ambulance services
* Out-of-hours healthcare services

The KIS has information that NHS staff should know if you need urgent or emergency treatment and care. Anyone can ask their GP for a KIS to be started for them. Your doctor, nurse or care worker may ask if you wish to have one. The KIS does not include your full General Practice notes, only your most relevant diagnoses, along with medication history. There is also the option to add in information about Next of Kin, Power of Attorney, Key Holder information and importantly, any specific wishes that patients may have about their care.

In order to start this process please return this form to us with the information completed:

**Insert patient sticker here:**

|  |  |
| --- | --- |
| **Home telephone number** |  |
| **Mobile Number** |  |

**Next of Kin Information:**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone number |  |
| Relationship to patient |  |
| Are they a key-holder? |  |

**Other Key-holders: Please include name and telephone number of anyone else who has a key to your property:**

**Do you have a Power of Attorney arranged?**

**Yes** ShapeShape **No** Shape

**Details of Power of Attorney: Same as Next of Kin?**

**Yes** ShapeShape **No** Shape

**If no, please provide details:**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone number |  |
| Relationship to patient |  |

Further information on Power of Attorney and how to obtain is available at:<https://www.mygov.scot/power-of-attorney>

**Do you consent to have this information uploaded to the Key Information Summary?**

**Yes** ShapeShape **No** Shape

Please return this form to the medical practice and arrange a routine appointment with a GP (preferably your regular GP or one you have met previously) to discuss further information that it may be useful to put on the KIS. Things to consider prior to the appointment would be whether you have any wishes for your future care. This process is called an Anticipatory Care Plan. Examples may be wishes about hospital admissions, blood transfusions and resuscitation in the event of a cardiac arrest (heart-stopping). These can be difficult things to think about, especially if you are well at the moment, but it is often good to know in advance what a person’s views are on these matters, and allows them to have more control over their care. It may be helpful to discuss things with those who are important to you in your life also.

There is good information for patients and their families about Anticipatory Care Planning at<https://www.nhsinform.scot/care-support-and-rights/decisions-about-care/anticipatory-care-planning-acp>

Easy-read version at <https://www.nhsinform.scot/media/7624/anticipatory-care-planning-october-2022-easy-read-v2.pdf>