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## Mr. Mihai Vioreanu, MD, MCh, FFSEM, FRCSI (Tr&Orth)

Consultant Orthopaedic Surgeon, Knee & Hip Specialist  
Suite 16, Sports Surgery Clinic, Santry Demense, Dublin 9, Ireland.



### GENERAL DATA PROTECTION NOTICE

Effective 25<sup>th</sup> May 2018

Under EU Data Protection Regulations, effective 25<sup>th</sup> May 2018, Mr Vioreanu's Practice is required to inform you of the following regarding what personal data will be requested from you when you register as a patient of the Practice and how this data will be stored, protected and used.

#### 1) Mr. Mihai Vioreanu's Practice

Mr. Mihai Vioreanu is a Consultant Hip and Knee Specialist, IMC 55588.  
Practice address: Suite 16, Sports Surgery Clinic, Santry Demesne, Dublin 9.  
Practice includes a team of administrative staff and physiotherapists.  
He currently operates in both Sports Surgery Clinic and Mater Private Hospital.

#### 2) How the Practice collects information about you

##### PATIENT FILE

When you register as a patient of the Practice, an electronic Patient File in Mr. Vioreanu's patient database is opened for you. A database is an electronic collection of information that is stored on a computer.

The Practice collects data for the Patient File including:

- your name
- your date of birth,
- contact data (address, telephone numbers, email address)
- relevant medical details which may include GP Referral, Radiology or Pathology reports and your medical and surgical history.
- after your consultation and if required for surgery, your private health insurance number.
- subsequently, Information about your outcome after surgery or conservative treatment, as applicable

This registration information is provided to the Practice either directly by you when you contact our office or comes via a referral from your GP or physiotherapist.

This letter should not be used for medico-legal purposes.

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Records of all your appointments and surgeries with Mr. Vioreanu, your consultation and operation reports from Mr. Vioreanu and any other reports or correspondence related to your treatment are also maintained in your Patient File.

### STANDARD QUESTIONNAIRES

When you register as a patient, Mr. Vioreanu will request that you complete a standard questionnaire relating to your condition and its impact on you.

If you subsequently have surgery performed by Mr. Vioreanu, you may also be asked to later complete further standard questionnaires as PROMs (Patient Reported Outcome Measures) for quality assurance and possibly to aid in research conducted by Mr. Vioreanu, aiming to benefit future orthopaedic practice. Any information that could be used for research would be de-identified.

### **3) How your information is kept safe**

Your Patient File is stored in the Mr. Vioreanu's patient management database. The database has been developed by K.M Medical Software Ltd, a company incorporated and registered in Ireland. K.M Medical Software Ltd is registered with the Office of the Data Protection Commissioner. All data is stored by K.M Medical Software in Ireland at an ISO27001 accredited secure data centre. All client access is secured by TLS 1.2 encryption. For more details see <http://www.kmmedicalsoftware.com/home>.

The database is a fully electronic system (any paper documentation is scanned to the Patient File and hard copies are destroyed). Access to the database is controlled by individual and private login IDs and passwords for Mr. Vioreanu and his Practice employees. The office computers and laptops on which the database can be accessed are also themselves password protected and are held securely. Emails used within the Practice are secure and password protected with user passwords changed on a regular basis.

All employees of the Practice have confidentiality clauses in their employment contracts.

### **4) How long your information is maintained**

To meet legal and regulatory obligations regarding retention of medical records, we maintain your information and medical records within your patient file.



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### 5) How your information is used

Mr. Vioreanu uses the information you provide him as part of his assessment and decisions of the best care pathway for you as his patient. You will not be asked to provide information that is not related to your condition and care.

#### Standard Questionnaires

When you register as a patient, Mr. Vioreanu will request that you complete a standard questionnaire relating to your condition and its impact on you.

The primary use for the questionnaire you will be asked to complete at registration is that it helps to inform Mr. Vioreanu of the details and context of your condition, discussion about which forms part of your consultation.

The secondary uses for the registration questionnaire and any subsequent questionnaire you may be asked to complete (e.g. post-operation questionnaire) are:

*PROMs - Patient Reported Outcome Measures:* This means systematically monitoring the types of treatment that patients receive and the outcomes of these treatments. This is to ensure that you and other patients having orthopaedic surgery are receiving the best and most current standard of care. For this Mr. Vioreanu and his Practice may use the information you provide in this initial questionnaire to compare to subsequent questionnaires (e.g. a post-operation questionnaire if applicable) for his own assessment of surgical outcomes.

*Medical Research:* Mr. Vioreanu and his Practice may use the information you provide in this initial questionnaire and any subsequent questionnaires to assist in medical research, aiming to benefit future orthopaedic practice. Any information used for this purpose would be de-identified to protect your confidentiality.

### 6) Consent

When you register as a patient will be asked whether you consent to the information you provide being used by Mr. Vioreanu for Research purposes. You have the right to request that your information is not to be used for Research purposes.

This letter should not be used for medico-legal purposes.

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### 7) Your Information and Third Parties

Your information is treated as strictly confidential and will not be shared with any third parties unrelated to your care and treatment. Relevant third parties who the Practice generally must share some of your information with are:

#### - **Your nominated GP and/ or Physiotherapist**

As standard practice, Mr. Vioreanu will send a copy of your initial consultation report and copies of your subsequent operation and follow-up consultation reports, if applicable, to your own nominated GP and nominated Physiotherapist. The purpose of this is:

- to advise your Physiotherapist and /or GP of any treatment recommended by Mr. Vioreanu that they should oversee
- to keep your medical records maintained by your GP complete and current
- to respond to your GP/ Physio's referral of you to him (if applicable).

You have the right to request that these reports are not issued to your GP/ Physiotherapist, please inform Mr. Vioreanu at your consultation if you do NOT wish for your reports to be shared with your nominated GP and /or physio.

#### - **Relevant departments within Sports Surgery Clinic or Mater Private Hospital**

If you require hospital out-patient or in-patient procedures as part of your treatment. your information will be shared as directly required for your care, within Sports Surgery Clinic or Mater Private Hospital, as applicable.

#### - **Your Private Health Insurer for your claim settlement**

The Practice may be required by your private health insurance company, to provide certain documents from your Patient file, such as your GP referral or operation reports, in order to settle your insurance claim for medical expenses incurred for your treatment under Mr. Vioreanu. Your private health insurance contract grants your insurer a right to obtain any relevant information relating to your claim.

#### - **Medical Letter Transcription service company**

The Practice contracts a third party company, KM Medical Software to provide medical transcription services for patients' clinical letters and operation reports.

K.M Medical Software Ltd is incorporated and registered in Ireland and is registered with the Office of the Data Protection Commissioner. All data is stored by K.M Medical Software in Ireland at an ISO27001 accredited secure data centre. All client access is secured by TLS 1.2 encryption.

KM Medical employs strict controls regarding safeguarding patient confidentiality, such as the use of 'dumb terminals' (i.e. typists cannot remove or capture any data from the terminal) with all profiles being wiped from the terminals at the end of each day.

For further information refer to: <http://www.kmmedicalsoftware.com/home>