

## 16.0 Appendix A - Application for Access to Medical Records

### Data Protection Act 1998 Subject Access Request

#### Details of the Record to be accessed

Patient Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

NHS Number: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

#### Details of the Person who wishes to access the Records, if different to above:

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_

Declaration: I declare that the information given by me is correct to the best of my knowledge and that I am entitled to apply for access to the health records referred to above under the terms of the Data Protection Act 1998

Tick whichever of the following statements apply.

- I am the patient.
- I have been asked to act by the patient and attach the patient's written authorisation.
- I am acting in Loco Parentis and the patient is under age sixteen, and is incapable of understanding the request has consented to me making this request (\*delete as appropriate).
- I am the deceased patient's Personal Representative and attach confirmation of my appointment.
- I have a claim arising from the patient's death and wish to access information relevant to my claim on the grounds that.... (please supply your reasons below):

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YOUR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE NOTE:

**Fees for copies of health records of living patients**

**Health records held on computer - £10**

**Health records held in part on computer and in part manually - Up to a maximum of £50.00**

**Health records held - Up to a maximum of £50.00**

**Fees to allow patients access to their own health records where no copy is required**

**Health records held totally on computer**

**Health records held in part on computer and in part manually - Up to a maximum of £50.00**

**Health records held manually - Up to a maximum of £10 unless the records have been added in the last 40 days in which case the viewing should be free.**

**The fee must accompany this request. 21 days prior notice is usually required.**

Details of my Application (please tick as appropriate).Patient to complete:

- I am applying for access to view my records only
- I am applying for copies of my medical record
- I have instructed someone else to apply on my behalf
- I have attached the appropriate fee

Notes:

Under the Data Protection Act 1998 you do not have to give a reason for applying for access to your health records.

Optional - Please use this space below to inform us of certain periods and parts of your health record you may require, or provide more information as requested above.

This may include specific dates, consultant name and location, and parts of the records you require e.g. written diagnosis and reports. Note: defining the specific records you need may result in lower fee charges and a quicker response.

I would like a copy of all records Y / N

I would like a copy of records between specific dates only (please give date range below):

I would like copy records relating to a specific condition / specific incident only (please detail below):

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