

Tweeddale Medical Practice

APPLICATION FOR ACCESS TO MEDICAL RECORDS Data Protection Act 1998 Subject Access Request

Details of the Record to be Accessed:

Patient Surname	NHS Number
Forename(s)	Address
Date of Birth	
Telephone	

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 which ever 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).

YOUR SIGNATURE.....DATE.....

NOTE: There may be a fee of £10 to view your medical records. A fee, of up to a maximum of £50 will be applied if records are to be printed or photocopied. On receipt of your completed application, you will be informed of any fees and your agreement sought to proceed. It may take up to 40 days to fully process applications.

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	
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)	

For office use only:

Date received.....

Acknowledged (please state method & date).....

Fee confirmed with patient £..... Date:.....

Fee received Date:.....

Appointment required? YES/NO Date actioned:..... Date of appt.....

Records to be copied? YES/NO Date actioned:.....

Records returned by GP Date:.....

Access request completed (please note details, initial & date)

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