

**Application for Access to Medical Records
Data Protection Act 1998 Subject Access Request**

Please read the Access to Medical Records Information leaflet provided to you by the practice, it may help answer any queries you may have

Details of the record to be accessed:

Patient surname: Forename/s:
Date of birth: Telephone No:

Details of the person who wishes to access the records if different from above:

Surname: Forename/s:
Address:
Telephone No: 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 whose permission is given below
- I am acting on behalf of the patient and have power of attorney (copy must be enclosed)
- I am acting in Loco Parentis and the patient is under age 16, 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)

Signed: Date:

Permission for a representative to act on behalf of a patient

I authorise (name of representative).....to apply for access to my health records under the Data Protection Act 1998 for health records held by the practice.

Signed: Date:

PLEASE COMPLETE OVERLEAF IF APPROPRIATE

Please use the space below to inform us of certain period's and parts of the healthcare record you may require. This may include specific dates, Consultants name and location and parts of the record, i.e. written diagnosis and reports - an example is provided below.

This is optional; if you do not complete this section it is assumed you wish to see the complete record.

Example

01.01,07 – 31.12.08 All my GP notes and Consultant reports relating to my back pain within this period