**Patient Access to Medical Records - Request Form**

**Access to Health Records under the General Data Protection Regulations 2016**

**(Subject Access Request)**

Patient’s authority consent form for release of health records

(Manual or Computerised Health Records)

**Please print all details**

|  |
| --- |
| To: Sarah Caddick  The Practice Manager  Crown Street Surgery  17 Crown Street  Swinton  Mexborough  S64 8NB |

**Identity of individual about whom information is requested**

|  |  |
| --- | --- |
| Full Name | Former name(s) |
| Current address | Former address (with dates of change) |
| Date of birth | NHS number (if known) |
| Contact phone number (including area code) | E-mail address: (optional) |

**What is being applied for (tick as applicable).**

|  |  |
| --- | --- |
| I am applying for access to view my health records |  |
| I am applying for copies of my health record |  |

You do not have to give a reason for applying for access to your health records. However, to help the Practice save time and resources, it would be helpful if you could provide details below, informing us of periods and elements of your health records you require, along with details which you may feel have relevance i.e. consultant name, location, written diagnosis and reports etc. Please use the space on the following page to document this information:

**Dates and types of records:**

|  |
| --- |
|  |

**Please tick the appropriate box identifying whether you or a representative on your behalf is applying for access.**

|  |  |
| --- | --- |
| I am applying to access my health records |  |
| I have instructed my authorised representative to apply on my behalf |  |

**If you are the patient’s representative please give details here:**

|  |
| --- |
| Name and address of representative |
| Contact number and E-mail |
| Signature |

**Signature of applicant ………………………………………Print name…………………………………………………**

**Date…………………………………………...**

**(Office use only) Date of application received ……………………………………………………………………**

**Received by ……………………………………………………………………………………………………………………….**

**Signed: …………………………………………………………….Date: ……………………………………………………….**