

# LEIGH VIEW MEDICAL PRACTICE

## Access to my health record – request form.



1. Patient's full name: \_\_\_\_\_
2. Patient's date of birth: \_\_\_\_\_
3. Patient's contact telephone number (during office hours): \_\_\_\_\_
4. I, the patient know that I need to show photo ID when handing this form in and when collecting copies from Reception .

### I hereby request access to my medical record for the following reason:

- I'd like to see an overview of my **medical record online** and so wish to have passwords to do this online from home.
  - *Usually this takes a few days (upto 1 week) to set up.*
- I'd like to view one aspect of my record on a computer at the surgery.
  - *A appointment will be scheduled for you to view the computer screen with a Secretary usually within 2 weeks.*
- I'd like a summary of my medical problems and medications to send off with a claim form (e.g. PIP, Disability, housing, etc).
  - *Usually a 2 page summary will suffice for this, and takes approximatey 2 weeks.*
- I am applying for a job/studying/school trip and need a summary of medical information/immunisations for this as follows: \_\_\_\_\_
  - *Usually the 2 page brief summary print out will suffice.*
  - *If the employer is requesting this for capability/disciplinary purposes, they need to request a medical report instead.*
- An Insurance Company have requested information to support a travel/accident/other claim as follows: \_\_\_\_\_
  - The dates they have requested to/from are: \_\_\_\_\_-/\_ \_\_\_\_\_
- A Solicitors firm have requested information to support a claim for the following: \_\_\_\_\_
  - The dates they have requested to/from are: \_\_\_\_\_-/\_ \_\_\_\_\_
- For my own interest, I want to look at a brief section of my records.
  - The dates that I would like to see are to/from: \_\_\_\_\_-/\_ \_\_\_\_\_
- For my own interest, I want to read through my whole medical record
  - *Usually if the patient does not want to view this on one of the practice computers, this will instead be provided electronically on a CD in approximately 30 days. It cannot be emailed out, due to size and due to data security.*

5. Signed and authorised by me, the patient:

### I am aware that I am making a Subject Access Request as follows:

Patient signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I.D. of the patient shown at Reception by the patient themself \_\_\_\_\_ seen by Receptionist: \_\_\_\_\_ Date: \_\_\_\_\_*

- This is a formal request which will be processed once the patient's GP has had opportunity to check and prepare the medical records thoroughly.
- Any patient aged 16 or over must request this information themselves.
- It is not a quick or easy task, and the practice requires 30 days for most requests, especially any requests for full copies of everything.
- A 'brief summary print out' can usually be turned around much more quickly, and is usually sufficient for many requests.
- Any unnecessarily excessive requests, or repeated requests will always incur an administrative fee.
- Once completed, all records will be available from Reception for collection, they cannot be posted out due to data security and photo ID must always be shown. If a 3<sup>rd</sup> party has requested it, the patient needs to make arrangements for it to be collected from the surgery Reception desk.
- If there are any queries whatsoever, patients should liase with the Medical Secretaries to discuss further (option 2 on the telephone).