

## **Applying for access to your health records**

Should you wish to view your medical record a valid written request should be accompanied by the appropriate fee. There is no requirement to allow immediate access to a record of any type.

The main legislative measures that give rights of access to health records include:

- The Data Protection Act 1998 - rights for living individuals to access their own records. The right can also be exercised by an authorised representative on the individual's behalf.
- The Access to Health Records Act 1990 - rights of access to deceased patient health records by specified persons.
- The Medical Reports Act 1988 - right for individuals to have access to reports, relating to themselves, provided by medical practitioners for employment or insurance purposes.

In order to gain access to your medical record you must first write to your GP or the Practice Manager and request a viewing OR complete the 'Patient's authority consent form for release of health records (manual or computerized health records)'.

Your request can be refused if, for example, it is believed that releasing the information may cause serious harm to your physical or mental health or that of another person.

Under the Data Protection Act, requests for access to records should be met within 40 days. However, government guidance for healthcare organisations says they should aim to respond within 21 days.

You will be contacted by the Surgery to arrange a mutually agreeable date/time for viewing, generally with the secretary between 10 am and before 2 pm.

There is a non-refundable fee of £10.00 for viewing your medical record.

Where a copy of the records is required an additional fee will be payable which will not exceed £50.00 (including the £10 fee above).

If photocopies are taken and/or a computer printout has been printed all 3<sup>rd</sup> party references will have to be removed.