

Application for Access to Medical Records

We are legally required to give you access within 28 days (20 working days) of receipt of your application.

Please complete the following details in full

Surname: _____
Forename (s): _____
Date of Birth: _____ NHS Number _____
Address: _____

Postcode _____ Email _____
GP Name _____
(General Practitioner)

Signature of Applicant: _____ **Date:** _____

Please confirm in what capacity you have signed by ticking the appropriate box. Please provide the required identification documentation and information.

- I am the patient
- I have been asked to act by the patient and attach the patient's written authorisation
- I am the legal parent/guardian of the patient who is under the age of 16 and who:
 - Is incapable of understanding the request
 - Has consented to my making this request

Please confirm the request by ticking the appropriate box

- I am requesting a copy of my notes because I am moving abroad
- I would like a brief computer summary of my records
- I would like a full computer summary of my records
- I would like a full copy of computer and archived paper records
- I would like a copy of records between specific dates only
Please give date range: From _____ To _____
- I would like copy records relating to a specific condition/specific incident only. Please provide details below and date range as applicable

Private Administration Team
The Downland Practice
East Lane
Chieveley
Newbury
Berkshire RG20 8UY

Suitable forms of patient identification are:
(Reception to take a copy please)

- Passport
- Driving Licence
- Photo Identify Card
- Birth Certificate
- NHS Card

PTO...

Notes to accompany the request

Brief computer summary includes:- basic summary of current medication, immunisations, medical conditions, last 3 consultations.

Full computer summary includes:- your electronic medical history, medications past and present, health conditions, active and past, immunisations, consultations, blood test results, documents including referrals.

A full computer summary and paper records including the above plus copies of the Lloyd George paper and card records held in archives prior to computerisation of records.

Records between specific periods only or relating to a specific condition/specific incident

Periods and /or parts of your health record you may require that include specific dates, consultants name, written diagnosis, tests and reports. Note: defining the specific records you need may result in a quicker response.

NHS App

*Kindly note that this form **should not be used** if you wish to apply for access to your medical records through the NHS App. Please download to NHS App. If you have already downloaded the App and it is not working for you then we can help at Reception.*