Upton Road Surgery
Ground Floor, Colne House,
21 Upton Road, Watford WD18 0JP

APPLICATION FOR ACCESS TO MEDICAL RECORDS
Data Protection Act 1998 Subject Access Request

Details of the Record to be Accessed:

Patient Surname	
Forename(s)	
Date of Birth	

Details of the Person who wishes to access the records, if different to above:

Surname	
Forename(s)	
Address	
Telephone Number	
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 which ever of the following statements apply.

- I am the patient.
- I have been asked to act by the patient and attach the patient's written authorisation.
- I am acting in Loco Parentis and the patient is under age sixteen, 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).

Tick the information you require:

- I wish to view the medical records only (£10.00 charge)
- I wish to have a copy of the computerised records only (£10.00 charge)
- I wish to have a copy of the computerised records and photocopies of paper records that are available (from £30 to £50 depending on the size of the medical file)

YOUR SIGNATURE……DATE……

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Making an ACCESS REQUEST

Please read this leaflet carefully!

1. **Ask Reception for an Access Form entitled Application to Access Medical Records**
2. **Ensure that the form is fully completed, using a separate sheet of paper if necessary, and return it together with the fee of £10 (non-refundable).**
3. **Where copy records are required an additional fee will be payable in which will not exceed £50 (including the £10 fee above)**
4. **Your request will be considered and you will be advised of the decision within 21 days. There is no facility for immediate access.**

Send the application to:

Practice Manager
Upton Road Surgery
Ground Floor, Colne House,
21 Upton Road, Watford WD18 0JP
Email: E-82045.uptonroadsurgery@nhs.net