

Access to Health Records Department
Box 82
Hills Road
Cambridge
CB2 2QQ

Main Switchboard: 01223 245151

Direct Dial: 01223 216327/01223 216755

Email: beth.ellis@addenbrookes.nhs.uk
samantha.pearson@addenbrookes.nhs.uk

Dear Sir or Madam

Re: Access to Health Records Application

Please find enclosed the necessary application form for you to access your medical records, also an information sheet for your guidance. We will endeavour to complete your access request within 21 days as stated in the Data Protection Act 1998. To avoid any delays in the completion of your request, please ensure the following: -

- You have the form signed and dated.
- If you are not the patient, please enclose signed consent from the patient.
- If you are the patient's personal representative/next-of-kin, please send confirmation of your appointment.
- You delete as appropriate the section requesting an appointment to come view the records, or copies to be sent.

Please do not send any money now, an invoice, will be sent to you on completion of your request.

On receiving the completed form, we will process it as soon as possible, sending confirmation of receipt through the post. If you have requested an appointment to view the medical records, we will contact you to arrange a convenient date/time for you to come in, at which time you will need to bring some identification with you, such as passport, utility bill or drivers licence.

Please note that we try to minimise the cost to you and ensure that we provide you with the information you require.

Yours Sincerely,

Beth Ellis
Senior Access to Health Records Officer

Samantha Pearson
Access to Health Records Officer

An overview of the Data Protection Act 1998

The Data Protection Act 1998 gives every living person or someone acting on behalf of the patient (for example, by written authorisation, exercising parental rights, court appointment or personal representative) the right to apply for access to their health records. However, there are certain circumstances in which the record holder may withhold any information, which might cause serious harm to physical or mental health, or identify a third party.

An overview of the Access to Health Records Act 1990

The Data Protection Act 1998 does not cover the records of deceased patients. Statutory rights of access to these fall within the Access to Health Records Act 1990. Any person with a claim arising from the death of a patient has a right of access to information covered by the Act and directly relevant to that claim. A personal representative or executor can access information to benefit the deceased's estate, as can an individual who was a dependant of the deceased and who has a claim relating to that dependency which has arisen from the death. The deceased's next-of-kin can also have access to the medical records as long as confirmation of your appointment is proven. However, there are certain circumstances in which the record holder may withhold any information, which might cause serious harm to physical or mental health, or identify a third party.

Fees

- Access to computerised information under the Data Protection Act 1998, will be charged a fee of £10. Access to manual medical records will be charged an administration fee of £10 plus the cost of any photocopies (25p per page) and postage to a maximum of £50. The administration fee only applies, if your application is more than 40 days after the date of any treatment, for example, in-patient stay, clinic attendance or X-ray.
- Access to copy X-rays will be supplied on a CD, a fee of £10 will be charged. As above, an administration fee of £10 only applies, if your application is more than 40 days.
- If medical records and X-rays are required, it is likely a fee of £50 will be charged.
- Access to deceased patient's information under the Access to Health Records Act 1990, will be charged a fee not exceeding the cost of making the copies, therefore, the maximum £50 charge **does not** apply.
- There is no charge if you wish to come and view the medical records. If copies of the records are required once they have been viewed, the charges detailed above will apply.

Patients have a right to have their personal health information kept confidential, and record holders are obliged to be satisfied that the applicant is the patient, or is otherwise entitled to access the patient's records. At the least, we will need to check your identity, but we may also have to make further enquires.

Application for Access to Health Records
(In accordance with the Data Protection Act 1998)

Please complete this form in BLOCK CAPITALS and in black ink, and return to the address overleaf

Charges payable:

- In accordance with the Data Protection Act 1998, there will be a maximum charge of £50.00 for copying records.
- In accordance with the Data Protection Act 1998, information relating to deceased patients will be charged under the Access to Health Records Act 1990.

The PATIENT'S details:

Surname: Forenames:

Current address:
..... Post code:.....

Date of birth: Addenbrooke's Hospital Number: (if known):.....

Tel (home/evenings): Tel (work/day):.....

Email:

If the patient's name and/or address has changed from that given above during the period(s) to which the application relates, please give details here:

.....
.....

Details of the patient information required:

Do you require copies of the records? **Yes** **No**

Do you require a CD of X-Rays? (If taken) **Yes** **No**

Do require an appointment to view your records? **Yes** **No**

Please provide dates, clinics/wards and consultants (if known) of interest. Please provide as much information as possible (continue on a separate sheet if necessary).

Dates of interest:

Clinics and/or wards of interest:

Consultants of interest:.....

Other relevant information to help us identify the records:.....

.....
.....

Name and address to which the copied records should be sent:.....

.....
.....

Declaration and authorisation:

I declare that the information I have completed on this form is correct to the best of my knowledge and that:
(*please delete below as appropriate:)

- * I am the person named overleaf (NB please complete Section one below)
- * I am acting on behalf of the person named overleaf (NB please complete Sections one AND two below)
- * I am the next of kin - for information relating to deceased patients only (NB please complete Section three)

Please note that it is an offence under Section 55 of the Data Protection Act to unlawfully request information.

Section 1 (if you are the person named overleaf or are acting on behalf of the person named overleaf)

NB Please attach a COPY of your driving licence, passport, birth certificate or utility bill.

I (insert full name in BLOCK Capitals)
certify that I am the person named overleaf.

Signed: Date:

Section 2: (If you are acting on behalf of the person named overleaf, NB you also need to complete section one)

I (insert full name in BLOCK Capitals) have
consent from the person named in section one to act on their behalf.

Signed: Date:

Section 3: (If you are the next of kin - for information relating to deceased patients only)

NB Please attach a COPY of the death certificate.

I (insert full name in BLOCK Capitals)
certify that I am the next of kin to the person named overleaf.

Signed: Date:

Please return this completed form and any requested documentation to:

**Access to Health Records Office, Box 82, Addenbrooke's NHS Trust, Hills Road, Cambridge, CB2 2QQ;
Tel: 01223 245 151 (switchboard)**