**Patient Access to Medical Records - Request Form**

**Access to Health Records under the General Data Protection Regulations 2016 (Subject Access Request)**

Patient’s authority consent form for release of health records (Manual or Computerised Health Records)

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| --- |
| To:  Administration team  Woodseats Medical Centre  Sheffield  S8 0SH |

**Identity of individual about whom information is requested**

|  |  |
| --- | --- |
| Full Name | Former name(s) |
| Current address | Date of birth |
| Contact phone number (including area code) | E-mail address: (optional) |

**What is being applied for?**

|  |  |
| --- | --- |
| I am applying for copies of my health record |  |
| Third Party applying for copies of your health Record – Please give name of who we need to send your medical records to: |  |

You do not have to give a reason for applying for access to your health records. However, to help the Practice save time and resources, it would be helpful if you could provide details below, informing us of periods and elements of your health records you require, along with details which you may feel have relevance i.e. consultant name, location, written diagnosis and reports etc. Please use the space on the following page to document this information:

**Dates and types of records:**

|  |
| --- |
|  |

**Please tick the appropriate box identifying whether you or a representative on your behalf is applying for access.**

|  |  |
| --- | --- |
| I am applying to access my health records |  |
| I have instructed my authorised representative to apply on my behalf |  |

**If you are the patient’s representative please give details here:**

|  |
| --- |
| Name and address of representative |
| Contact number and E-mail |
| Signature |

**Signature of applicant:**

**Print name:**

**Date:**

**(Office use only) Date of application received:**

**Received by:**

**Signed: Date:**