

SOUTHBOURNE SURGERY
APPLICATION FOR ONLINE ACCESS TO MEDICAL RECORDS

Data Protection Act 2018 Subject Access Request

Details of the Record to be Accessed:

Patient Full Name:	
Date of Birth	NHS Number
Address:	

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

Full Name:	
Telephone Number:	Relationship to Patient:
Address:	

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 2018.

Tick whichever 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 the parent, or 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).

YOUR SIGNATURE:.....

DATE:.....

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Details of my Application

Patient to complete

(please tick as appropriate)

I am applying for access to view my records only	
I am applying for a copy of my medical record	
I have instructed someone else to apply on my behalf	

Notes:

Under the Data Protection Act 2018 you do not have to give a reason for applying for access to your health records.

Optional - Please use this space below to inform us of certain periods and parts of your health record you may require or provide more information as requested above.

This may include specific dates, consultant name and location, and parts of the records you require e.g., written diagnosis and reports. Note: defining the specific records you need may result in lower fee charges and a quicker response.

I would like a copy of all records	
I would like a copy of records between specific dates only (please give date range) below	
I would like copy records relating to a specific condition / specific incident only (Please detail below)	

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