

Hampshire and Isle of Wight
Practitioner and Patient Services Agency



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Hampshire
SO23 8EE

Tel: 01962 876630
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Mrs M Ward

Code A

Hamp-pct.patientservices-hiowppsa@nhs.net

11 June 2009

Your Ref:
Our Ref: ACCESS TS 09/111

Dear Mrs Ward

Re: Norma Windsor

Date of Birth: **Code A**

I am in receipt of your letter regarding your request to access the medical records of the above named patient.

Under the Access to Medical Records Act 1990, 'Right to Subject Access', I am required to seek advice from a Clinician before notes can be copied, and I will therefore contact our Medical Advisor accordingly.

A fee to cover the administration, postage and packing will be charged to execute your request. The fee is currently a flat fee of £10, plus 20p per copied sheet. I will advise you of the total fee payable, when I have received the medical records and can assess the volume of copying required. Please note, only the relevant information will be copied if made after the operative date of 1 November 1991. Further information may be available if required to understand notes made after the operative date. Payment must be made before notes can be released.

I should point out that there is a maximum of forty days from the date of acknowledgement, to comply with your request. However, I will endeavour to forward the information as early as possible. When sending further correspondence, please quote our reference.

If you have any queries regarding this matter, please do not hesitate to contact me.

Yours sincerely

Code A

Mrs Theresa Stephens
Patient Services Supervisor (Records)