

Hampshire and Isle of Wight   
Practitioner and Patient Services Agency

Coitbury House  
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Hampshire  
SO23 8EE

Mrs M Ward

**Code A**

Tel: 01962 876630  
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Our Ref: ACCESS TS 09/111  
Your Ref:

16 June 2009

Dear Mrs Ward

Re: Norma Windsor

Date of Birth **Code A**

I refer to your letter, regarding your request to access the medical records of the above patient.

I have now received the appropriate authorisation from our Medical Advisor Dr Eileen Gorrod, and I am in receipt of the medical notes. As stated in my previous letter dated 11 June 2009, a fee is payable for executing your request. I am now able to confirm that the total cost of your request is £31.20. **Therefore I would be grateful if you could forward to me a cheque/postal order, in English Sterling, payable to Hampshire PCT, quoting our reference.**

Once the fee has been paid, I will forward you a copy of the medical notes as requested. This will be within 14 working days of receipt of your cheque.

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

Yours sincerely

**Code A**

Mrs Theresa Stephens  
Patient Services Supervisor(Records)