

Code A - Assistant Complaints Manager

From: [Code A] - Complaints & Litigation Manager
Sent: 24 October 2002 12:58
To: [Code A] - Assistant Complaints Manager
Subject: Request for medical records

If you receive any calls requesting forms to access medical records I have printed some off and put them in your left hand drawer with the headed papers.

The Fact Sheet sent out by the Health Authority Information Line gave my name to contact if this was what they wanted to do (we specially adapted a form so that they come back here and we can keep a trail). If you send any out could you please keep a note of who they go to. Many thanks.

Code A***Complaints Manager***

Code A

E-mail: [Code A]

DATA SUBJECT ACCESS REQUEST FORM

1. Details of person requesting the information

FULL NAME.....

ADDRESS.....

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TEL NO.....

FAX NO.....

2. Are you the Data Subject (Patient?)

Yes: If you are the Data Subject please supply evidence of your identity i.e. driving licence, birth certificate etc. and a stamped addressed envelope for returning the document. (Please go to question 5)

No: Are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed (Please complete questions 3 and 4)

For access to records relating to the deceased, applications may be received from the patient's representative (eg next of kin, solicitor). You may be asked to provide further information in this respect.

3. Details of the Data Subject (if Different to 1)

FULL NAME.....

ADDRESS.....

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TEL NO.....

FAX.....

4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

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5. Please describe the information you seek together with any other relevant information e.g. Hospital attended, ward attended etc. This will help to identify the information you require.

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Declaration: To be completed by all applicants. Please note that any attempt to mislead may result in prosecution.

I..... certify that the information given on this application form to Fareham and Gosport Primary Care Trust is true. I understand that it is necessary for the Trust to confirm my/Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signature.....

Date.....

The period of 40 days in which the organisation must respond to the request will not commence until it is satisfied upon these matters.

If you would like someone to go through the medical records with you this can be arranged.

Please return the completed form to Mrs Ann Turner, Complaints Manager, Fareham and Gosport Primary Care Trust, Unit 180 Fareham Reach, 166 Fareham Road, Gosport. PO13 0FH

Documents which must accompany this application:

- a) Evidence of your identity
- b) Evidence of the Data Subject's identity (if different from above)
- c) Stamped addressed envelope for the return of proof of identity documents