

## What will happen after I apply?

When the department has received the completed application form, the validity of the request is checked to ensure that the person applying has the right to apply – particularly if applying for another person’s records. The relevant medical records are then obtained and checked to ensure that the information you have requested is available. The records will be posted to you by recorded delivery or they can be collected. Any Images that have been taken will be burnt onto a CD and encrypted with a password which will be given or posted to you separately. If you would like to receive your password by email please include your email address on the application form.

## How long will it take?

We aim to make your records available to you within 1 month of receiving your fully completed request and proof of your identity. If records are deemed complex or excessively large then it may be necessary to extend this time period, but we will contact you to let you know should this be the case.

## Who do I contact if I have any questions?

If you have any questions you can contact the FOI and Access to Health Records Team at the address below:

FOI and Access to Health Records Team

Room 20018 – CSB

University Hospital Coventry

Clifford Bridge Road

Coventry

CV2 2DX

Telephone: 02476 968771

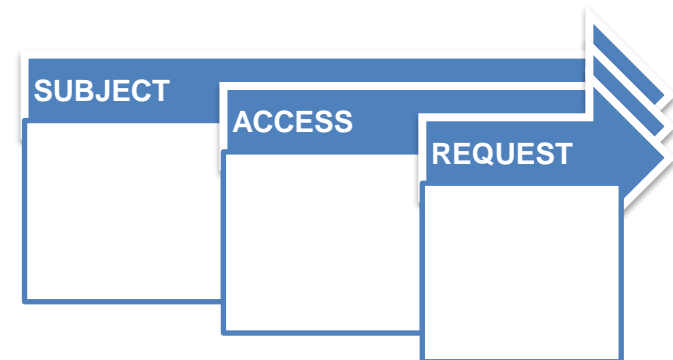
Email: [a2hr@uhcw.nhs.uk](mailto:a2hr@uhcw.nhs.uk)

# Access to Health Records

## A guide for applicants

**This guide will explain how to access copies of medical records from University Hospitals Coventry and Warwickshire NHS Trust which includes both University Hospital Coventry and the Hospital of St Cross at Rugby.**

Please note that records for other NHS Hospitals need to be applied for directly from the relevant hospital on a separate application that is supplied by that hospital.



## Who can apply to access medical records?

- the patient;
- another person (with the patient's written permission)
- a parent or guardian of a person under 13 (where a child is considered capable of making decisions about his/her medical treatment, the consent of the child must be sought before a person with parental responsibility can be given access);
- a court appointed representative of someone who is unable to manage their own affairs;
- where the patient has died, the executor as named on the Will or anyone having a claim resulting from the death may apply to see the records or part of them.

## How do I apply to get a copy of my medical records?

The application form is available on the UHCW website at <https://www.uhcw.nhs.uk/caring-for-you/your-outpatient-appointment/> in the section called 'Access to your Records'. Alternatively you can request a form via email from [a2hr@uhcw.nhs.uk](mailto:a2hr@uhcw.nhs.uk) .

## What proof of identity do I need to provide?

If you are applying for copies of your own records you will need to send proof of your identity. This is to ensure that the data protection principles are not breached. Please send a **copy** of:

- Current passport
- **Or** full photo driving licence
- **Or** birth certificate (where a name has changed then additional proof is required e.g. marriage certificate/change of name deed)
- If applying for a child's record then a **full birth certificate** is required naming the parent(s)
- **Plus** a copy of a current utility bill or bank statement to verify your current address
- Additional documents that may be acceptable are: disability Blue Badge or bank card with a supporting statement

## Does it cost to access medical records?

There is no charge for copies of medical records supplied under the General Data Protection Regulations (GDPR) and Data Protection Act 2018 or the Access to Health Records Act (ATHRA) 1990. We will provide a paper copy of the records and will be moving to providing records on a CD in the foreseeable future.

## Required documents

If you are applying for records on behalf of the patient you will need to provide proof of your identity and also complete the patient's authorisation section on the application form for you to have access to their records, as well as providing proof of their identity. If the patient lacks capacity or understanding to be able to authorise then you must include documentation that supports your right to act on their behalf e.g. lasting power of attorney.

If you are applying for the records of a deceased individual you must include proof of your own identity together with proof of your appointment as executor or administrator (e.g. a copy of the will that clearly identifies you as the executor).

If you have a claim arising from the patient's death you are required to send documentary evidence to support this e.g. copy of the deceased's will naming you as executor along with proof of your identity and address or a letter proving the claim from a legal representative.

## Completing the application form

Complete all details relating to the person whose records you wish to access. This should include former names and addresses, if applicable, to the period relating to the records requested. You must specify the records you wish to access and provide as many details as possible. It is not sufficient to state 'All Records'.