

## Access to Health Records Application Form

### Details of record to be accessed

Hospital	University Hospitals Coventry and Warwickshire NHS Trust
Patient Surname	
Patient Forename	
Patient Address	
Postcode:	
Telephone Number	
Email Address	
Patient Date of Birth	
Patient NHS Number	
Hospital Number	

### Details of the applicant (if different from above)

Surname	
Forename(s)	
Address	
Postcode	
Telephone Number	
Email Address	



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## Records Requested

Record(s) in respect of treatment for	
State condition / illness if known	
Approximate dates (in and around)	

## 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 on the previous page, under the terms of current Data Protection legislation and the Access to Health Records Act 1990 on the grounds that (tick appropriate box):	
<input type="checkbox"/>	I am the patient
<input type="checkbox"/>	I have been asked by the patient and attach the patient's written authorisation
<input type="checkbox"/>	I am acting in <i>loco parentis</i> and the patient is under the age of 16 and
<input type="checkbox"/>	a) is incapable of understanding the request
<input type="checkbox"/>	b) has consented to me making the request
<input type="checkbox"/>	I am the deceased patient's Personal Representative and attach <u>confirmation of my appointment (Grant Of Probate/Letters of Administration/Copy of the Will.</u>
Date:	Signature: (of applicant)

## Identification

In order to maintain confidentiality and to confirm your identity, before copies of the health records are released, please provide **copies** of **2 forms of identification**, namely:

Driving Licence **or** Passport **or** Birth Certificate

**plus**

A utility bill showing name and current address (this must be recent)

**PLEASE DO NOT SEND ORIGINALS OF ANY IDENTITY DOCUMENTS**  
**UNIVERSITY HOSPITALS COVENTRY AND WARWICKSHIRE NHS TRUST**  
**SOME QUESTIONS ANSWERED**

## **Introduction**

The Data Protection Act (DPA) and the General Data Protection Regulations (GDPR) gives patients a right of access to their health records. In the light of this legislation, the University Hospitals Coventry and Warwickshire NHS Trust encourages informal, voluntary arrangements whereby patients who, during treatment, ask to know what has been recorded about them and are allowed to see their records at the discretion of the health professional responsible for their treatment.

### **1. How do I apply for access to my records?**

Applications must be made in writing by using the Application to Health Records Form which can be obtained from the FOI and Access to Health Records Department:

FOI and Access to Health Records Department  
Clinical Sciences Building (CSB) Room 20018  
University Hospitals Coventry and Warwickshire NHS Trust  
Clifford Bridge Road  
Coventry  
CV2 2DX

Telephone: 02476-968771

### **2. What records can I see?**

A health record for the purposes of the Act is one which relates to the physical or mental health of an individual which has been made by or on behalf of a health professional in connection with the care of that individual.

### **3. Will there be a charge?**

There will be no charge for Subject Access Requests unless they are repeat requests, additional copies are required, are complex or are manifestly excessive.

### **4. What if I do not agree with what is written in the records?**

Records which contain factual inaccuracies may be corrected after discussion with the appropriate health professional. This does not apply to matters of opinion which may be written in the course of your treatment. No fee will be charged for any correction.

## **5. Who has the right of access?**

- The patient.
- A person authorised in writing to apply on behalf of the patient.
- The person having parental responsibility for the patient (a child).
- Any person appointed by the Courts to manage the affairs of a patient who is deemed to be incapable.
- Where a patient has died, the patient's personal representative or any person having a claim arising from the death.

## **6. Can access be denied to me?**

There are sections in the data protection legislation which state that under certain conditions, access can be refused. Instances where access can be denied are:-

- Where the holder of the records is not supplied with such information to satisfy himself as to the identity of the applicant and locate the information requested.
- Where the patient has died and the record includes a note made at the patient's request that they did not wish access to be given to his personal representative or to any person having a claim arising from the patient's death.
- Where in the opinion of the record holder, the information may cause serious harm to the physical or mental health of the patient or other individual.
- Where information is provided by a third party, who would be identified from that information.

## **7. Confidentiality**

The Trust takes positive action to maintain the confidentiality of its patients' personal information. All individuals have a right to the confidentiality of their personal information. Holders of records are obliged by law to be satisfied that an applicant is entitled to access the requested records. This may involve at least identity verification but may, in some circumstances, also require further enquiries to be made.

NB - Applicants who wish to attend the hospital to hand in application forms/collect medical records should report to the Clinical Sciences Building (CSB) reception. A member of staff from the FOI and Access to Health Records Team will then be telephoned to meet with the applicant.