

Access to Patient Medical Records

Under the Data Protection Act (1998) patients have a right of access to health records kept about them from 1 November 1991.

There are partial exclusions in the Act particularly with regard to information held on children, deceased patients and in cases where the doctor believes that disclosing information is likely to cause harm to the patient or any one else involved.

You will normally be invited to view your records at the practice. A doctor will be available to answer any queries. Photocopies of records are available (currently 50p per sheet to a maximum of £50).

If you would like to apply for access to your records please complete the form below and return it to the Executive Partner at the address below.

To Dr (Dr you usually see)

I wish to apply to inspect my written medical records held by Richford Gate Medical Practice from 1 November 1991.*

I wish to apply to inspect the written medical records of (Name)..... held by Richford Gate Medical Practice from 1 November 1991 and attach a letter authorising me to do so.*

* Delete as applicable.

Personal details of the patient whose records are requested.

First name Surname

Date of birth Date of request

Address

Details of person requesting the information (if different from above)

Full Name

Address

Relationship to patient above

Please note that your request will be dealt with by your doctor within the next 21 days. The Act does not allow other members of staff to provide this information.

Please return to:
The Executive Partner
Richford Gate Medical Practice
Richford Gate Primary Care Centre
Richford Street London W6 7HY