

Market Street Medical Practice

Access to Medical Records Protocol

For the purposes of the Data Protection Act 1998, a health or medical record is a record which :

- 'consists of information relating to the physical or mental health or condition of an individual and;
- has been made by or on behalf of a health professional in connection with the care of that individual.'

Patients have the right to ask for a copy of their medical records or to view part of their records. If a patient makes an enquiry regarding this, they must be advised that:

- They should complete the form ' Request for Medical Records'. Alternatively they can make the request in writing to the Practice Manager, and include their name, date of birth and NHS number, if available.
- A fee will be charged. This will normally be £10 for a full copy of the computerised record. An additional fee may be charged for records held partially on paper.
- The Practice will provide this within 40 days
- On the day of collection, before any information is released, the patient will be required to prove their identity.
- If the patient wishes to view their record, this can be arranged by speaking to the Practice Manager and an appropriate time will be agreed.
- Advise the patient to inform us if they believe anything in their record is inaccurate or incorrect.

More detailed information can be found in the Information Commissioner's Office 'Subject Access' Code of Practice.

www.ico.org.uk

Title	Version	Author	Valid from	Reviewed	Next review	Out of use
Access to Medical Records Protocol	1	SJ	Mar 16	Mar 16	Mar 17	