

ACCESSING YOUR GP RECORD

The Data Protection Act gives you the right to see your health records

<https://ico.org.uk/your-data-matters/the-right-of-access/>

This is known as the right of access.

A health record is any record of information relating to someone's physical or mental health that has been made by (or on behalf of) a health professional. This could be anything from the notes made by a GP in your local surgery to results of an MRI scan or X-rays.

Health records are extremely personal and sensitive. They can be held electronically or as paper files, and are kept by a range of different health professionals both in the NHS and the private sector.

How can I access my records?

Please note:

- You can sign up for Secure Online Access to your full GP electronic record.
- You can then look at your medical record whenever you want.

If you do wish to make a subject access request then:

- You can do this in writing (letter, email, fax)
- You can fill in the simple form overleaf, or download it from our website
- You can make such a request verbally to a member of staff or a doctor or nurse that you are consulting with at the surgery

Please let us know exactly what information you would like.

We will provide the information within 28 calendar days.

There is usually no fee for this (from 25th May).

You do not have to give a reason for applying for access to your health records.

To save the NHS time and resources, it would be helpful if you would inform us - if you do not need access to your *entire* health record - of the periods and parts of your health records that you require, along with details which you may feel have relevance (e.g. consultant name, location, diagnosis etc).

You should also be aware that in certain circumstances your right to see some details in your health records may be limited in your own interest or for other reasons (e.g. to protect the privacy of third parties).

A copy of our *Right of Access* policy is available to download from our website.

Subject Access Request

Oakley Health Group

I would like to make a Subject Access Request for my personal information.

Name of patient	
DOB	
NHS Number (if known)	
Date of request	
	Do you want secure online access to your full electronic GP record? This might easily provide you with all the information you seek, 24hrs a day, as well as the ability to make appointments and request medication. Ask at reception, or visit our website.
	Do you want a copy of your <i>entire</i> GP record? <input type="checkbox"/>
Details of request	If not your entire GP record, then please detail exactly what information you would like. For example, between two dates, or relating to a particular medical condition, or hospital letters only.
How do you want the information to be provided?	Email <input type="checkbox"/> <i>Please ensure we have an up-to-date, secure address</i> Printed <input type="checkbox"/> <i>You may be asked to produce ID when you collect it</i> Other <input type="checkbox"/> <i>Please specify:</i>

Please note that you might be contacted by the practice for further information, or clarification about the request, if needed.

Any questions? Ask Dr Neil Bhatia (Neil.Bhatia@nhs.net)