

Access to Deceased Patients Health Records Application Form

Please read the following information carefully

The Access to Health Records Act 1990 grants rights to certain individuals to see what has been written about a deceased patient in a hospital and other health records. This only applies however to written records made on or after 1st November 1991.

Access is available to the patients personal representative of the deceased or to any person having a claim arising out of a patient's death.

Access may not be permitted if the following circumstances apply:

1. If it is considered that the patient would not have wished disclosure.
2. If access would lead to the identification of someone else not involved in the patients care.
3. If access would cause serious mental or physical harm to someone else not involved in the patient's care.

Where access is allowed we usually supply photocopies, although in certain circumstances you may ask to see the original records.

In line with the act, we charge a minimum fee of £10.00 per application, 35 pence per sheet for photocopying plus a charge for postage up to a maximum charge of £50.00.

In the case of a claim arising from the patient's death and in accordance with the act we will only supply copies of records in relation to that claim. If the request is from the patients personal representative we will normally supply copies of medical records which relate to recent treatment. However a full set of notes will be released on request.

Proof of Relationship to Patient

The Access to Health Records Act (AHRA) 1990 provides certain individuals with a right of access to the health records of a deceased individual. These individuals are defined under Section 3(1) (f) of that Act as, 'the patient's personal representative and any person who may have a claim arising out of the patient's death'. A patient's personal representative is either the administrator or executor of the deceased person's estate.

If you are the executor or administrator you can request access under the 'Patients Personal Representative' section of the Act.

If you are requesting access as a person having a claim arising out of the patient's death, evidence must be provided to support that claim. (*Please send copies not originals*).

Once we have received the completed application form (which includes the fee and proof of I.D.) we are permitted a statutory 40 day time limit to supply the records to you. If you require any further information, please contact us at the relevant address at the end of the form.

Your Name and Address

Title: (Mr, Mrs, Miss, other)

Full name:

Address:

.....

Postcode: Telephone Number:

Your relationship to the patient

- I am the executor of the estate. (please attach confirmation of your appointment)
- I have been designated the administrator of the patient. (please attach confirmation of your appointment)
- I have a claim arising from the patient's death. (please provide details of this claim below and attach documentary evidence)

Details of Record to be Accessed

Title:	(Mr, Mrs, Miss, other) NHS/Hospital Number (if known)
Surname:	Previous Name:
Forename(s):	Date of Birth:
Address:	
.....	

Declaration

I declare that the information given is correct to the best of my knowledge and that I am entitled to apply for access to these records.

Signed:

Date:

Please ensure that you have enclosed the following:

Please attach confirmation of your appointment

Evidence to support your claim

Do not send payment yet. You will be invoiced for the appropriate amount when we have received your completed application.

Please return this form along with all appropriate documentation to one of the addresses below:

Medical Records Department
Grantham Hospital
101 Manthorpe Road
Grantham
Lincolnshire
NG31 8DG

Medical Records Department
Pilgrim Hospital
Sibsey Road
Boston
Lincolnshire
PE21 9QS

Medical Records Department
Lincoln County Hospital
Greetwell Road
Lincoln
Lincolnshire
LN2 5QY