

**Hillhead Family Practice**  
**PROTOCOL FOR ACCESS TO MEDICAL RECORDS**

Occasionally patients may request a copy of their medical records. In accordance with the General Data Protection Act 2018, any patient is entitled to receive a copy of their medical records.

Patients can request access to their medical notes verbally or in writing. However, if possible we will ask patients to complete a request form to facilitate a faster turnaround time of the request.

The surgery will respond to requests within thirty days of receiving them. Proof of ID must be shown before any records can be released

A patient may not be granted access to their medical records if the GP or Health Professional involved believes that any information held within the records is likely to cause serious harm to the patient or any other person.

If there are details regarding a third party within the medical records these can be removed prior to release. When notes are copied they will be checked thoroughly by the GP.

When the medical records leave the practice they are the sole responsibility of the patient. They must ensure they keep all their personal information in a safe place as the practice will not be liable if any items are lost or stolen.

**APPLICATION FOR ACCESS TO MEDICAL RECORDS  
General Data Protection Register (GDPR) Subject Access  
Request (SAR).**

Whilst it is not a requirement of the GDPR to make a SAR request in writing; it would be helpful to facilitate a speedy reply, if you could complete and return the following form

**Details of the Record to be accessed:**

Patient Surname	
Forename(s)	
Date of Birth	

**Details of the Person who wishes to access the records, if different to above:**

Surname	
Forename(s)	
Address	
Telephone Number	
Relationship to Patient	

***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.***

Tick whichever of the following statements apply.

- I am the patient.
- I have been asked to act by the patient and attach the patient's written authorisation.
- I am acting in Loco Parentis and the patient is under age sixteen, and is incapable of understanding the request / has consented to me making this request. (\*delete as appropriate).
- I have the Power of Attorney for the patient and attach confirmation of my appointment.

**YOUR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Please confirm what you require**

**I am applying for copies of my health records**

Except in exceptional circumstances your records will be ready for collection within 1 month of receiving this request.

Given that medical records contains detailed medical terminology, we would normally invite a patient who has made an SAR to a booked appointment with a GP to review and explain the terminology used within the clinical record.

In most cases there is no fee to make a SAR. However, where the request is manifestly unfounded or excessive a "reasonable fee" for the administrative costs of complying with the request will be made. Furthermore, a reasonable fee will be charged if further copies of data are requested following the initial request.

**Optional** - Under the GDPR you do not have to give a reason for applying for access to your health records. However, due to the increased demand on access to health record requests, it would be helpful if you could provide details of the periods and parts of your health records you require.

Please use this space below to inform us of certain periods and parts of your health record you may require, or provide more information as requested above. This may include specific dates, consultant name and location, and parts of the records you require e.g. Written diagnosis and reports.

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For office use only

Date request received

\_\_\_\_\_

Request received by

\_\_\_\_\_

Date processed

\_\_\_\_\_

Notes authorised for release by

\_\_\_\_\_

Date patient notified that notes ready for collection

\_\_\_\_\_