

WRENBURY MEDICAL CENTRE GP 022

Policy to enable patients access to their own Health records

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Process

SUMMARY – see Access to Records file for full information

All patients who request access to their own records will be given an information leaflet and a printout of their rights and information on how the process is administered.

Applications must be in writing.

Parents can have access to the records of their own child under 16 years. If more than one parent has parental responsibility, they can each see their child's records independently without either parent being informed of the other's request.

If a patient has died, their executor or personal representative can apply to see their records. If the patient has, in the past, asked for certain details to be kept confidential, this will still hold after their death.

The patient's GP is approached for approval and then the GP will check through the patient's record to make sure there are no documents which should be withheld from the patient.

When the patient reads through their records they will be in the surgery with a member of staff and the original records cannot be taken out of the surgery premises.

The patient is entitled to printed copies of any documents for a basic fee of £10 plus a fee for each document copied.