

Subject Access Request (SAR)



Application for access to my medical record

Surname:	Date of birth:
First Name:	
Address:	
Email address:	
Telephone number:	Mobile number:
Parent/Guardian FULL NAME if applying on behalf of child	
DETAILED CODED INFORMATION IS NOT AVAILABLE FOR CHILDREN OVER 13 YEARS	

Do you want to apply for secure online access to your electronic GP record?

This may provide you with all the information you seek, 24hrs a day, as well as the ability to make appointments, request medication and contact the surgery.

Please read and agree the statements below, sign the declaration and bring with ID to reception to register for this service

I have read and understood the Detailed Coded Information leaflet provided by the practice	<input type="checkbox"/>
I will be responsible for the security of the information that I see or download	<input type="checkbox"/>
If I choose to share my information with anyone else, this is at my own risk	<input type="checkbox"/>
I will contact the Practice as soon as possible if I suspect that my account has been accessed by someone without my agreement	<input type="checkbox"/>
If I see information in my record that is not about me or is inaccurate, I will contact the Practice as soon as possible	<input type="checkbox"/>

By signing below, you indicate that you are the individual named above or legal guardian of a child under 13yrs. The practice cannot accept requests regarding your personal data from anyone else, including family members. We may need to contact you for further identifying information before responding to your request.

Print Name		Signed		Date
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GP – check records for online access	Suitable <input type="checkbox"/>
Name:	Not suitable <input type="checkbox"/>
Date:	If not suitable please state reason:

If you require paper copies of your medical record please continue to the next page

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**Request details- Please state exactly what information you are requesting.
If ENTIRE medical records are required please state ALL in each box.
We will process your request within 28 days of receipt**

Information required between dates _____ and _____
Relating to the medical condition(s)
Do you also require copies of correspondence/hospital letters we may hold? Yes/No
Any other comments you may wish to make:

Please note that you might be contacted by the practice for further information or clarification about the request if needed using the contact information you have provided above.

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Print Name		Signed		Date
D.O.B				

Please hand this form into Reception and bring photographic identification with you when you collect your data

For practice use only

Please check request is complete and ID has been provided and note below

Please ensure boxes ticked before records given to patients.		Form recorded as received <input type="checkbox"/> Form signed off by GP <input type="checkbox"/> Form recorded as completed <input type="checkbox"/> ID provided on collection <input type="checkbox"/> Patient Signature on Collection <input type="checkbox"/>
Patient identity verified by: Print name: Signature:	Date	Method Photo ID <input type="checkbox"/> Proof of residence <input type="checkbox"/>

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Detailed Coded Information

Practices are increasingly enabling patients to be able to request repeat prescriptions and book appointments online.

Some patients may wish to access more information online and contractually from 1st April 2015 practices are obliged to assist access to medications, allergies and adverse reactions as a minimum and from the 1st April 2016 coded data.

However this requires additional considerations as outlined in this leaflet. You will be asked that you have read and understood this leaflet before consenting and applying to access your records online. The practice will also need to verify your identity.

Please note:

- **It will be your responsibility to keep your login details and password safe and secure. If you know or suspect that your record has been accessed by someone that you have not agreed should see it, then you should change your password immediately.**
- **If you can't do this for some reason, we recommend that you contact the practice so that they can remove online access until you are able to reset your password.**
- **If you print out any information from your record, it is also your responsibility to keep this secure. If you are at all worried about keeping printed copies safe, we recommend that you do not make copies at all.**
- **The practice may not be able to offer online access due to a number of reasons such as concerns that it could cause harm to physical or mental health or where there is reference to third parties. The practice has the right to remove online access to services for anyone that doesn't use them responsibly.**

More information

For more information about keeping your healthcare records safe and secure, you will find a helpful leaflet produced by the NHS in conjunction with the British Computer Society:

Keeping your online health and social care records safe and secure

<http://www.nhs.uk/NHSEngland/thenhs/records/healthrecords/Documents/PatientGuidanceBooklet.pdf>

Key Considerations

Forgotten History

There may be something you have forgotten about in your record that you might find upsetting.

Abnormal history

If your GP has given you access to test results or letters, you may see something that you find upsetting to you. This may occur before you have spoken to your doctor or while the surgery is closed and you cannot contact them.

Choosing to share your information with someone

It's up to you whether or not you share your information with others – perhaps family members or carers. It's your choice, but also your responsibility to keep the information safe and secure.

Coercion

If you think you may be pressured into revealing details from your patient record to someone else against your will, it is best that you do not register for access at this time.

Misunderstood information

Your medical record is designed to be used by clinical professionals to ensure that you receive the best possible care. Some of the information within your medical record may be highly technical, written by specialists and not easily understood. If you require further clarification, please contact the surgery for a clearer explanation.

Information about someone else

If you spot something in the record that is not about you or notice any other errors, please log out of the system immediately and contact the practice as soon as possible.