

The Village Surgeries Group

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Re: Request for Access to Medical Record

You may be unaware that there is now a facility available for patients to access their 'Detailed Coded Record' and this is the most straightforward way for you to view your medical record. This will enable you to view it now and in the future and also allow you to order repeat medication, book GP appointments on-line and see any test results.

- If you do not already have online access please download the NHS App
<https://www.nhs.uk/nhs-app/>
- You will be required to provide ID on the app. There is also a desktop version for use on a PC.
- Once registered you will be able to see your full medical record, test results and immunisations.
- Should you have any problems with viewing your medical record please contact reception.

If you do not wish to have continual access to your medical record then please complete the form below and take into the surgery reception with photographic ID. We will provide you with an electronic copy of your medical record within 28 days of receiving your proof of ID.

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SAR/APPLICATION FOR ACCESS TO MEDICAL RECORDS

I hereby make an application to view my medical records Under the Data Protection Act 1998 and GDPR

Full Name

D.O.B

Address

Email Address

Mobile number

**I do not want to be able to access my record, book appts or see test results and I request a copy of my records to be provided. Your record will be sent by secure email to your email address on our records.
(Staff. Please confirm email on medical record is correct)**

Period requested:

Please provide my record from (month/year) ___/___ to ___/___

I have provided valid identification documentation.

Signed _____

Date _____

Please return this completed application to our reception in person **WITH** photographic identification.

For Practice use

Date ID seen..... (This is the date when the 28 day time limit commences)

Type of photo ID provided

Staff name approving ID

Signature.....