

You have asked for copies of your notes and records. If this is a subject access request under the new GDPR regulations, to monitor how we are processing your information, please ask for a SAR form. Otherwise, in order for us to meet this request in the most efficient and timely way we can offer you 2 options:

Option 1 - A printout of your main medical and ongoing chronic conditions, this will include:

- Anything significant from the hospital,
- GP consultations for the last 2 years,
- A list of your current repeat medications and acute prescriptions for the last 3 months,
- Your most recent height, weight, blood pressure, smoking and alcohol records.

This will be ready within 48 hours and will cost £5

We suggest that you might use this when meeting the requirement for Employment Support Agency boards and appeals, where you have been asked to provide medical evidence.

Option 2 - Detailed copies of notes and records. This can be from whatever date you specify and include or exclude particular conditions. This will include any copies of hospital letters which we hold, both on the computer and in your old paper notes. This will take up to 1 month from receipt of the form to process and can cost up to £50.

I would like copies of my notes and records		Option 1 / Option 2	Please circle
Patient's Name:		DOB:	
Address:			
Signed		Date	
Relationship to Patient (if under 16 or you have the patient's written permission)			
.....			
Contact Number		Patient must collect themselves, any representative must have parental responsibility or written permission	
For Option 2 what exactly do you want?			
Record in respect of treatment for			
Occurring on or about:			
(Use back of sheet if necessary)			