

EAST CALDER & RATHO MEDICAL PRACTICE

TEL - EAST CALDER 01506 882 882 RATHO 0131 333 0600

ACCESS TO MEDICAL RECORDS REQUEST

In line with Data Protection legislation, you are entitled to obtain copies of information held about you. In order of us to comply with your request please supply the following information: -

Full name.....

Date of birth.....

Address.....

Details of exactly what information is required.....

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If you require copies in relation to legal, benefit or employment purposes you may not be aware there are longstanding processes in place to allow the appropriate agencies to obtain this information (with the appropriate consent) which avoids a direct request by the patient.

Please note if you request full copy records, any repeated SARs will generally only cover additional information added to your records since the date of the last request. Any request for a further copy of full or partial records will be subject to an administration charge of up to £50.

On receipt of the request and verification of ID, we have up to 30 days to provide the information.

PRACTICE USE ONLY

Date received.....

ID checked.....

Verified by.....

Passed to office.....

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