

Request Form – Deceased Patient

Access to Health Records under the Access to Health Records Act 1990

IMPORTANT- Please read these notes before you proceed with your application.

The Access to Health Records Act 1990, enables access to the health records of a deceased patient by the patient's personal representative or a person making a claim arising from the death of the patient. The patient's personal representative is the person named by the patient as their executor or, if there was no will, the person given a grant of letters of administration or probate. This may not be the deceased patient's next of kin.

Any request for access to deceased's health records must be made in writing to the hospital Trust together with either the Grant of Probate or Letters of Administration.

Under the Access to Health Records Act 1990, you may be charged to view these health records or to be provided with a copy of them.

To provide copies of patient health records the costs are:-

- Health records held totally on computer: up to a maximum £10 charge.
- Health records held in part on computer and in part manually: up to a maximum £50 charge
- Health records held totally manually: up to a maximum £50 charge

All these maximum charges include postage and packaging costs.

To allow viewing of health records (where no copy is required) the costs are:-

- Health records held totally on computer: up to a maximum £10 charge. **Unless the records have been added to in the last 40 days.**
- Health records held manually: up to a maximum £10 charge. **unless the records have been added to in the last 40 days.**
- Health records held in part on computer and in part manually: a maximum of £10 **unless the records have been added to in the last 40 days.**

Note: if a person wishes to view health records and then wants to be provided with copies this would still come under the one access request. The £10 maximum fee for viewing would be included within the £50 maximum fee for copies of health records, held in part on computer and in part manually.

The fee will be calculated on completion of the access, payment is normally by the Trust then.

Once the Trust has all the relevant information, they must comply with the request promptly and by no later than forty days after the request has been made. In exceptional circumstances if it is not possible to comply within this period the applicant will be informed.

Under the Access to Health Records Act 1990 there are certain circumstances in which **the record holder may withhold information**. Access may be denied, or limited, where the information might cause serious harm to the physical or mental health or condition of any other person, or where giving access would disclose information relating to or provided by a third person who had not consented to the disclosure.

Complaints about any aspect of an application to obtain access to health records should be discussed firstly with the Trust; if this avenue is unsuccessful a complaint can be made under the NHS Complaints Procedure.

Due to the increased demand on access to health record requests, it would be helpful if you could provide details of the **periods and parts of the health records you require**. Not only would this save time and resources on the NHS, but is also likely to reduce the costs of your access request.

Finally, please ensure you have filled in the details on the request form and **sign it**. You may wish to keep a copy for yourself.

Request Form – Deceased Patient
For Access to Health Records under the Access to Health Records Act 1990

Please print all details and use dark ink

Access to Health Records Officer
Medical Records
Basingstoke and North Hampshire Hospital

1. Full name of requester: (Mr/Mrs/Miss/Ms).....

Email Address.....

Requester's address:

.....

Tel number (optional).....

2. Patient's Name.....

3. Patient's Date of Birth

4. Patient's NHS Number (if known).....

5. Patient's Hospital Number (if known)

6. Patient's Last Address

.....

7. Patient's Former Addresses, if applicable. (Use separate sheet if necessary)

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8. Identification

Please indicate ✓ where a photocopy of identification documents is enclosed. DO NOT send originals:

Driving Licence:

☐

Passport/Birth Certificate:

☐

Patient's Birth Certificate

☐

Proof of Grant of Probate (mandatory)
or Letters of Administration
(This is Mandatory)

☐

9. Why you are requesting access to a deceased's medical records

.....

10. I am applying for access to view the health records of the above / I am applying for copies.
(Delete as appropriate).

11. It would be helpful if you would use the space below to inform us of any specific periods and parts of the health record you require. This may include specific dates, consultant name and location, and any parts of the records you require i.e. written diagnosis and reports.

Example

1st March 1993-31st March 1995

I am applying to access health records under the Access to Health Records Act 1990 for health records held at.....

.....

.....

I understand that under the Access to Health Records Act 1990 there may be a charge for me to view or to be provided with a copy of the health records.

Signed:

Date:

Please return this form to

Dianne Berry
Access to Health Records Officer
Basingstoke and North Hampshire Hospital
Aldermaston Road
Basingstoke Hants RG24 9NA
Direct Line: 01256 313067
Fax: 01256 313064 Email: Dianne.berry@hhft.nhs.uk