

## OCCUPATIONAL HEALTH SERVICE

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Director/Consultant Occupational Physician



### **REQUEST FOR ACCESS TO OCCUPATIONAL HEALTH RECORDS**

Please write in CAPITAL letters and use black ink.  
Return the completed form to the Occupational Health Service by post or fax.

**Please note: email requests are not acceptable as your signature is required.**

**I wish to: \*\*** (Delete as appropriate)  
**have a copy of a letter**  
**have a copy of an immunisation record**  
**have a full/part copy of the notes**  
**read the notes**

Details of the employee whose record is to be accessed

Surname: \_\_\_\_\_

Former surname(s): \_\_\_\_\_ D.O.B \_\_\_\_\_

Forename(s): \_\_\_\_\_

Address/Department: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post code: \_\_\_\_\_ Tel No: \_\_\_\_\_

Details of applicant (if different from above)

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Address to which the reply should be sent.

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### DECLARATION

I declare that the information given by me is correct to the best of my knowledge, and that I am entitled to apply for access to the health record referred to above under terms of the Data Protection Act 1998 "Subject Access".

Delete the following as appropriate:

- I am the employee.
- I have been asked to act on behalf of the employee. The employee has completed the attached Authorization.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Authorisation

I \_\_\_\_\_ hereby authorise the University of Oxford Occupational Health Service to release any Occupational Health Records it may hold relating to me to:

\_\_\_\_\_ (name of person or organisation)

to whom I give my consent to receive this information.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**\*\*** A reasonable administration charge is made for this service and is as follows. Payment will be requested by the Occupational Health Service prior to sending out copies.

#### **Charges for Access to your Occupational Health Records are as follows:**

To view Occupational Health Record only	£5.00
Copy of 1 letter	£5.00
Copy of immunisation record	£10.00
Copy of Occupational Health records up to 10 sheets	£10.00
Copy of Occupational Health records up to 25 sheets	£15.00
Copy of Occupational Health records 25 sheets and over	£25.00

**If the Occupational Health record has been added to within the 40 days preceding the date of this request there is no charge.**

**AOHR1**