

Form 4 – Request relating to deceased service user

**REQUEST FOR ACCESS TO HEALTH INFORMATION
Under the Access to Health Records Act, 1990
(Applied only where service user is deceased)**

PART 1 – THE SERVICE USER

Name of Service User

Previous name if different at the time of treatment

Service Users Date of Birth

NHS Number (if known)

Service Users Date of Death

PART 2 – THE APPLICANT

Please state below your full name and relationship to the service user:
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Your Address
.....
.....

Please state briefly the reason why this application is being made by you. (e.g are you the service users next of kin/executor of the service users estate/official legal representative or intend to make a claim. Please note that we require documentary proof of your status as the service users personal representative as defined under the Access to Health Records Act 1990. This may include a copy of the relevant page of the will, or other legal documents. For more information, please read the enclosed guidelines.
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.....
.....

Yours Signature

Name in Capitals

PART 3 – REQUEST DETAILS

Under the Access to Health Records Act 1990 you do not have to give a reason for applying for access. However, to help us save time and resources, if you wish, it would be helpful if you could use the space provided below to inform us of certain periods and parts of the health record you may require. This may include specific dates, along with details which you may feel have relevance i.e consultant name and location and part of the records you require, for example, written diagnosis or reports.

Example:

1st March 1993 – 31st March 1995 – All correspondence and the consultant letters to the GP within the period.

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Identification:

We cannot process your application without proof of identity. Please indicate which of the following identification documents are enclosed

Important note. Please do not forward original documents, as we regret that we cannot assume responsibility for their safety. Photocopies or scans are perfectly acceptable.

Driving Licence or Passport/Birth Certificate
And additional proof of address e.g utility bill

Please return this form with your ID either by email to dpa@nsft.nhs.uk or by post to Compliance Team, Hellesdon Hospital, Kestrel House, Drayton High Road, Norwich, NR5 5BE.

**Appendix Form 4 - Access to the Medical Records of a Deceased Service User
UNDER THE ACCESS TO HEALTH RECORDS ACT, 1990**

Guidance Notes

How do I access the medical records of a deceased service user?

The deceased service users' personal representative may write to the Compliance Team requesting access to the medical record. A form will be forwarded to the applicant for completion. This right of access is for the personal representative of the deceased person and not simply a surviving family member. Any applicant must provide evidence to the Trust that they have a right of access under the Access to Health Records Act.

How long will the request take?

At present we are required by law to respond to the applicant's request within 40 days. The period will commence as soon as we are in receipt of the completed form and identification. We will update you if there are any difficulties in complying with your request within the timescale allowed under the Act. While we make every effort to provide information to those who request it there are certain circumstances where this is not possible. I.e. the files have been destroyed in line with NHS policy 8 years from the date of death. Should this affect your request we will endeavor to keep you informed.

Can I have copies of all the records?

It is Trust policy to provide an electronic copy of the health record either by encrypted email or encrypted device. The Trust will consider requests for records to be supplied in a paper format on an individual basis if required.

What if I only want to look at the records?

The Trust does not offer appointments to view records. However, should you need support whilst reading the records provided please contact the Compliance Team who can advise you of the options.

How much does it cost?

The Trust does not charge for the supply of health records, as most records are stored in an electronic format.

Who can I contact if I have any queries?

Email to dpa@nsft.nhs.uk

Compliance Team
Hellesdon Hospital
Kestrel House
Drayton High Road
Norwich
NR5 5BE.
Tel: 01603 421687 or 01603 421108