

Copies of Patient Medical Records

Great Staughton Surgery
57 The Highway
Great Staughton
Cambridgeshire
PE19 5DA

Tel: 01480 860770

Email: greatstaughton@nhs.net

Website: <http://www.great-staughton-surgery.co.uk/>

This leaflet has been produced to help us to help you in accessing your medical records. After reading this leaflet, please confirm your preferred method of receiving copies of your medical information.

Subject Access Requests (SARs)

Under the General Data Protection Regulations (GDPR), patients have a right to a copy of their medical records, generally without charge. For more information, please see Subject Access Request Policy available on our website.

As a business and as part of the NHS, we aim to keep our costs down.

In order to help, there are a number of options to obtain copies of your medical record. The options, their associated costs to the Practice, and the advantages and disadvantages to the patient are described in this leaflet.

OPTION ONE: ONLINE ACCESS

If you have internet access, you can apply for online access to your medical records from reception. The form is available from reception and bring along photo ID when you complete the form. For full medical records access, you will need to complete the form and bring photo ID, however there is a delay to providing this access and your records will be checked by a GP before access is provided.

Advantages:

- You have “live” access to your records—each time you have a new medication prescribed, a new allergy added, blood test results. You can update address details, make appointments and update contact information held within you records. With full access, you can view hospital reports and consultations from your GP and Nurse.
- The cost to the Practice is minimal (time checking your notes prior to allowing access).
- You can view your health records wherever you are, for example, if you’re seeing a consultant who has a query about your medications, you can look it up on your phone.
- If you need a copy of your notes for another reason, you don’t have to wait to get them.
- Online access to your records has other advantages, the main one being it allows you to take better control of your health and personal details.

Disadvantages:

- Internet access needed for electronic copies of your notes.
- Record is a summary of notes prior to 2000 as access is to electronic record only.
- More information on access to online services is available on our website.

OPTION TWO: ELECTRONIC RECORDS

If you were born before the year 2000, part of your medical record is likely to be on paper (“Lloyd George” notes). Prior to computerisation, Practices recorded consultations on paper notes. Now notes are electronic, and anything significant from your old paper notes is summarised and added to your electronic record. If you wish to have a copy of your notes, you can ask for just electronic notes.

Advantages:

- This information can be sent to you by email quickly and easily.
- It is a cost-efficient way for the Practice to provide access to notes as it involves checking your notes, then the computer generates an automatic copy of the notes.

Disadvantages:

- This is not a full copy of your records (unless you were born after the year 2000) prior to that date the record is a summary only.

OPTION THREE: FULL COPY OF RECORDS

The final option is to request a full copy of your records, both electronic and paper. This is the option which uses the most resource in the Practice as the notes taken from the archive, checked by hand, photocopied by hand, then the full notes are checked and copies made.

Advantages:

- This is the complete version of your medical notes

Disadvantages:

- Resource-heavy and costly for the Practice to produce.

We appreciate there are occasions when you would need a copy of your full notes and would ask that the final option is only used when genuinely needed over and above the other two options. Thank you for your understanding.