



Outpatient Notes Request Form

If you would only like to make a subject access request, please use the form entitled 'Subject Access Request Form' on our website.

This form provides you with access to your medical records held by The Medical Specialist Group LLP (MSG). The MSG has their own filing system which is separate from the Princess Elizabeth Hospital or Primary Care GP practices. The MSG notes relate to your outpatient notes only and are referred to as "Outpatient Notes". Any information processed or required for your episode of care is recorded within that file. If you would like access to your inpatient notes, please contact HSC's Medical Records Department on 725241.

This form is to be completed in full by the applicant. Please use BLOCK capitals.

If you are leaving the Island and wish for your Outpatient Notes to be transferred to your new medical practice, the MSG would be grateful if you could register with your new GP/Consultant first and ask them to contact us to request your Outpatient Notes.

Should you have any queries regarding the completion of this form please contact the Data Protection Officer on 238565.

Patient's Details

Title	Mr / Mrs / Miss / Ms / Other
Last Name	
Forename(s)	
Former Name(s)	
Address	
Date of Birth	
Contact Telephone Number	
Email	

Name of person making request (if not the patient)	
Relationship to Patient (if applicable)	<i>Please note patient consent will be required</i>
Signature of patient (if applicable)	<i>I agree that the above named has my consent to request a copy of my Outpatient Notes</i>



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Information for Data

Please describe the information you are seeking and provide any relevant details you think will help us to identify the information you require.

Declaration

I declare that the information supplied in this application is correct.

Signature	
Name	
Date	

Release of medical records

Wherever possible the release of medical records will be provided in the form of photocopies and are to be collected from our offices by the patient, or legal representative, and will only be released on the production of photographic identification i.e. driving licence, passport etc.

Access to medical records

Under Data Protection Law, patients can request access to their medical records in writing and addressed to the Clinical Governance Manager at Alexandra House.

Where a patient is not competent due to age or medical condition, consent must be given by either a parent or legal guardian.

Requests will be processed within 30 days from the date of receipt of the written request.

Charges

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right to charge a flat fee of £25 if the request is considered to be “manifestly unfounded or excessive”. However we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

Please note that any attempt to mislead may result in prosecution.