

I wish to make a subject access request to attain a paper copy of a summary of my medical records under section 7 of the Data Protection Act 1998.

NAME IN FULL: _____

ADDRESS: _____

DATE OF BIRTH: _____ / _____ / _____

DATE OF REQUEST: _____ / _____ / _____

SIGNED: _____

Information for GP Surgeries:

THIS IS NOT A REQUEST FOR FULL MEDICAL RECORDS

A summary of medical records is a shortened version of a patient's full medical records and is usually one-two A4 sheets of paper. It will usually include:

- Name, address and contact details of patient
- Active problems
- Significant past problems
- Medications
- Health Status (e.g. BMI, height/weight, units of alcohol consumed)
- Recent consultations

Information for patients:

The majority of GP surgeries will be able to print off your summary of medical records on the day of your request and free of charge and may only need an informal request, but this may vary from Practice to Practice and as they are printing your electronic records may in some circumstances charge up to £10 (as opposed to photocopied handwritten records which may cost up to £50).