

# ACCESS TO MEDICAL RECORD



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## Important Information

Before you apply for access to your medical record, there are some things to consider. Although the chances of any of these things happening are very small, please tick to confirm you have read and understood the following before you are granted access:

### Forgotten history

There may be something you have forgotten about in your record that you might find upsetting.

I understand and agree

### Sharing your information

It is up to you whether or not you share your information with others (family members or carers for example). It is your choice, but also your responsibility, to keep the information safe and secure.

I understand and agree

### Coercion

If you think you may be pressured into revealing details from your patient record to someone else against your will, it is best that you do not register for access at this time.

I understand and agree

### Misunderstood information

Your medical record is designed to be used by clinical professionals to ensure that you receive the best possible care. Some of the information within your medical record may be highly technical, written by specialists, and not easily understood. If you require further clarification please contact the surgery for a clearer explanation.

I understand and agree

### Information about someone else

If you spot something in the record that is not about you, or notice any other errors, please log out of the system and contact the practice as soon as possible.

I understand and agree

### How would you like to view your medical record?

**Online:** registering with either PatientAccess, Evergreen Life or the NHS app will enable you to view your medical record online, either by PC or mobile app. If you are not already signed up with one of these services please visit the Online Services page of our website for information on how to do so. Once you are able to login to one of these services we can activate access to your record.

**Paper copy:** we can produce a paper copy of your medical record that you will need to collect in person from our Reception desk. You will be contacted when the copy is ready for collection and please ensure you bring with you some photo ID, preferably your Ucard, to verify your identity.

**Please complete both pages of this form and send by email to [syicb-sheffield.uhs.dg@nhs.net](mailto:syicb-sheffield.uhs.dg@nhs.net) or hand in at the UHS Reception desk. Please allow up to 28 days for your request to be processed.**

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## Personal Details

Please provide us with your personal details, including your University of Sheffield email address, to help us find your record and verify your identity. If you do not have access to a University of Sheffield email address please still fill in the form using your personal email address and then attend the practice in person bringing with you two forms of documentation that verify your identity, including one photo ID, or call our Reception Team on 0114 222 2100 for alternative arrangements to be made.

**Surname**

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**First Name**

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**Date of Birth**

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**Address**

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\_\_\_\_\_ **Postcode** \_\_\_\_\_

**University of Sheffield Email Address**

\_\_\_\_\_ @sheffield.ac.uk

**Contact Telephone Number**

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**Reason for Request**

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**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_