



PERSONAL ACCESS APPLICATION FORM (DECEASED PATIENT)
Access to Health Records Act 1990

Please Return this form ASAP to: Health Records Dept, Darent Valley Hospital,
Darenth Wood Road, Dartford, Kent DA2 8DA

Please complete in block capitals

Patient's Full Name:	
Date of Birth:	
Address: Postcode:	
Hospital Unit Number:	
NHS Number:	
Previous Address (if applicable):	
Details of Records required and approximate dates:	
Please indicate:	<input type="checkbox"/> I only wish to view the records <input type="checkbox"/> I require copies of the records
Is litigation contemplated against this Trust	YES / NO
If yes have solicitors been instructed	YES / NO

<p><u>APPLICANT'S DETAILS</u></p> <p>Surname:</p> <p>Forenames:</p> <p>Address:</p> <p>Contact Number:</p> <p>Relationship to Patient:</p> <p>Are you the Patient's Legal Representative:</p> <p>Are you the Executor of the Estate:</p>	<p>YES / NO</p> <p>YES / NO</p>
<p>Reason for Access:</p> <p>If you are not the Executor or the Patient's Legal Representative you are requested to put your reasons for Access on a separate sheet and your request will be assessed on an individual basis to determine if disclosure will be appropriate and lawful</p>	<p>Separate sheet(s) attached – YES / NO</p>
<p>Declaration:</p>	<p>I declare that the information given by me is correct to the best of my knowledge and that I am entitled to apply for Access to the Health Records referred to under the terms of the Access to Health records Act 1990</p> <p>Signature</p> <p>Date</p>
<p>Identification: Please provide a copy of:</p> <p>This is in order to maintain confidentiality and to confirm your identity; this application cannot be processed unless supported by the documentation listed.</p>	<ul style="list-style-type: none"> ○ your driving licence or passport ○ plus your birth/marriage certificate ○ plus a utility bill showing your name and current address ○ plus documentation confirming you are the deceased patient's Legal Representative or Executor of the Estate

Health Records use only:

ACCESS TO DECEASED PATIENT'S HEALTH RECORDS INFORMATION FOR APPLICANTS

The Access to Health Records Act 1990 grants rights to certain individuals to see what has been written about a deceased patient in a hospital. This only applies however to written records made on or after 1st November 1991.

Access is available to the personal representative of the deceased or a person having a claim arising out of a patient's death.

Access may not be permitted if the following circumstances apply.

1. If it is considered that the patient would not have wished disclosure.
2. If access would lead to the identification of someone else not involved in patient care.
3. If access would cause serious mental or physical harm to someone else not involved in the patient's care.

Where access is allowed we usually supply photocopies, although in certain circumstances you may request to view the original records.

In line with the Act we charge a minimum fee of £10 per application, 35pence per sheet for photocopying plus a charge for postage.

In the case of a complaint or a claim arising from the patient's death and in accordance with the Act we will only supply copies of records in relation to that complaint or claim. If the request is from the patient's personal representative we will normally supply copies of records which relate to recent treatment, however in some circumstances a full set of notes will be released on request.

All requests must be made in writing. Please specify exactly the nature of the copies you require in order to keep cost to a minimum, and enable us to process your request efficiently.

To safeguard against unauthorised or inappropriate access to deceased health records, we will require a copy of your:

- Driving Licence or Passport as photo id – plus a copy of;
- Birth/Marriage Certificate as proof of your relationship to the deceased – plus;
- A current utility bill as proof of residency – plus;
- The relevant legal documentation to prove that you are the personal representative i.e. the executor or administrator of the deceased's estate.

In some cases, access to deceased records may not be simple or straightforward and it will be necessary for the applicant to put their reasons for their request in writing. These requests will be assessed on a case by case basis and a decision on whether or not the Trust can disclose the deceased record will be made by a Senior Executive of the Trust.

Once permission is obtained you will receive an invoice for the relevant charge. On receipt of payment, the Health Record will be copied and sent to you by recorded delivery post within 40 days.