

Medical records release: set of letters to obtain medical records for personal use

The following letters are enclosed:

1. Request letter to GP to send personal medical records
2. Request letter to hospital to send personal medical records

Guidance notes:

3. The request is rarely refused. Very often, inadequate disclosure simply provides no answer. If you want the whole story ,
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4. Your expert will receive only copies of records. You will be charged a fee for copying. If the copies are illegible, send them back and request better. This is an area demanding tact and perseverance. Most medical professionals regard legal matters as very low priority. You or your expert may receive badly copied papers or copies of illegible manuscript. You are entitled to
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5. You may need both GP and hospital records. Most hospitals have their own consent form and will not accept the letter you have provided (despite the information being the same). Furthermore, most are very inefficient in sending
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6. The text of these letters is simple and blunt. There is no reason why you should not insert some friendlier start so as to soften the effect. However, in most practices, your doctor will never even know you have sent
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End of notes

Request letter to GP to send personal medical records

Your private address, line one

Your private address, line two

Town

Post code

Date

To:

The Practice Manager

The Westminster Practice

100, Big Ben Road

Upminster

UP6 8GH

Dear Sir / Madam,

**Re: Medical records request
1990**

Myself [Your name] . . . []

My NHS Number [Enter NHS Number]

I should be grateful if you would please send me copies of all my medical .
1990 .

Please also check the legibility of the records before you copy them.

Please send all documents in hard copy. So far as any record is available only in soft copy, like radiography plates, please .

I understand that since I was treated quite recently, the . , .

Thank you

Yours sincerely,

[Manuscript signature]

Request letter to hospital to send personal medical records

Your private address, line one
Your private address, line two
Town
Post code
Date

To:
Health Records Manager
[Name of hospital]
[Address of Hospital]

Dear Sir / Madam,

Re:
1990

Myself [] . []
[]

My hospital reference [Enter ref]

Please send to , .
:

[enter ,]

A & E notes

Consultant notes

Radiography plates

Radiography reports

Physiotherapy notes

My previous [] []

I have recently undergone [],
.

OR, if treatment is concluded

I agree to pay your reasonable copy charges.

Please send all documents in hard copy. So far as any
, ,

Yours faithfully,

[Manuscript signature]