Accessing Records form GP’s or Hospitals

Steps to Access Your Medical Records:

1. **Identify the Data Controller:** Determine which organization holds your records. For GP practices, contact the specific surgery. For hospital records, contact the records manager or patient services manager at the relevant hospital trust.
2. **Make a Written Request:** Your request should be in writing, either by email or post. You can find template letters online that may be helpful.
3. **Specify Your Request:** Clearly state that you are requesting access to your full medical records.
4. **Provide Proof of Identity:** You may need to provide identification when collecting your records.
5. **Await Response:** The healthcare provider will process your request and respond within the legal timeframe, usually one month.
6. **Collection:** You may be able to collect your records in person or they may be sent to you.

Additional Information:

* **Subject Access Request (SAR):** This is the formal process for accessing your medical records.
* **NHS App:** You may be able to access some of your records through the NHS App, particularly your GP record, including test results.
* **GP Online Services:** You can also access some information through your GP's online services.
* **Exceptions:** In some cases, healthcare professionals may restrict access to certain parts of the record if they deem it inappropriate for disclosure.
* **Retention Periods:** Medical records are generally kept for a specific period, often up to 10 years after you were last seen or after your death.
* **Contacting Primary Care Support England (PCSE):** If your GP practice is closed or you are not currently registered with a GP, PCSE may hold your records.
* **Private Tests, Visa Tests, Work Tests, Blood Transfusion Refusals, Death Certificates, Coroner Reports, Military Records** can often support a claim