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| Gloucestershire Hospitals |  |
| NHS Foundation Trust |  |

Legal Services Department

Cheltenham General Hospital

Sandford Road

Cheltenham

Gloucestershire

GL53 7AN

Tel: 0300 4223160

Fax: 01242 273083

Dear Sir/Madam/Enquirer

**Re: Access to Health Records of a deceased patient**

This letter is written in order to give the enquirer information regarding applications made in respect of applying for copy medical records relating to a deceased patient.

In order for the Trust to process your request the Trust would ask that you please complete and return the SAR AHRA form to the address shown above.

In accordance with the current law (Access to Health Records Act 1990) the following individuals only are entitled to have access to the records of deceased patients;

1. The Executor of the deceased’s Will,

2. The legally appointment Personal Representative of the deceased,

3. Any person who may have a claim arising out of the patient’s death

If you are an Executor, a Personal Representative, or have a claim, please send the completed application form to the address above, together with the documentary evidence of the position you have.

The Trust would expect this to be a copy of the Will or Grant of Probate of Letters of Administration showing you as the Executor or Personal Representative.

Please also supply us with photographic ID such as a copy of your driving licence or passport to show that you are the individual named in those formal documents.

If you have a claim in progress or are contemplating a claim please provide details of such claim.

Please note that certificates of Probate will need to bear the impressed seal of the Court from where they have been issued, without the impressed seal we will be unable to process your request.



The Trust has the responsibility to maintain the confidentiality of the deceased person, and therefore before any records are disclosed to an individual, the records will be checked to ensure there is no entry in the medical notes to indicate that the deceased did not wish the records to be disclosed.

We will request that you explain the reason for your application as we have a duty to disclose only records relevant to your enquiry. We do however give each application individual consideration.

Please note that there currently no charges for copy medical records (either electronic or paper copies).

Once your form and supporting documentation have been received the Trust will acknowledge receipt and review your application. When we have considered your request we will contact you further.

The law allows The Trust a maximum of 1 calendar month to provide the records or inform you of our decision.

In the meantime if you have any queries please do not hesitate to contact me on 0300 422 3160.

Kind Regards

Yours sincerely

Mrs Dawn Clark

Legal Services Department Support Manager

[dawn.clark13@nhs.net](mailto:dawn.clark13@nhs.net)

Or

[ghn-tr.TAOGlosH@nhs.net](mailto:ghn-tr.TAOGlosH@nhs.net)

