

Request for access to: Health Records of Deceased Patients

held by the Royal Devon University Healthcare NHS Foundation Trust under the:

ACCESS TO HEALTH RECORDS ACT 1990

YOU MUST COMPLETE SECTIONS 1, 2, 3, 4, 5, & 7 AND PROVIDE THE LEGAL DOCUMENTATION REQUESTED IN SECTION 6

1. DETAILS OF PATIENT RECORD REQUIRED

Mr / Mrs / Miss / Ms / Mx

Surname..... Forename(s).....

Address.....

.....Postcode.....

Date of Birth.....Hospital/NHS Number (if known)

If the name or address has changed since attendance at hospital, please give details below:

Previous Name.....

Previous Address.....

2. PLEASE INDICATE WHETHER YOU ARE REQUESTING:

Information in respect of treatment for: (please state condition/illness/department attended e.g. Physiotherapy, A&E etc.) please provide as much detail as possible to enable us to review your records for release.

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.....

Date range:

Radiology Images required: **Yes / No** (please note these are sent separately by the Radiology Department on encrypted disc that are not compatible with MAC OS)

3. PLEASE INDICATE WHICH OF THE TRUST'S SITES YOU REQUIRE MEDICAL RECORDS FROM:

Please note, as of 1st April 2022 the Royal Devon and Exeter NHS Foundation Trust (Eastern Services) and Northern Devon Healthcare NHS Trust (Northern Services) formally merged to become the Royal Devon University Healthcare NHS Foundation Trust.

To enable us to locate the requested records as soon as possible, please tick which of our sites the person referred to in section 1 has attended.

Eastern Services:

- Wonford Hospital (RD&E)
- Heavitree Hospital (RD&E)
- Axminster Hospital
- Budleigh Hospital
- Castle Place Practice (GP Surgery)
- Crediton Hospital
- Exeter Community Hospital (Whipton)
- Exeter Mobility Centre
- Exmouth Hospital
- Franklyn House
- Honiton Hospital
- Mardon Neuro-Rehabilitation Centre
- Moretonhampstead Hospital
- Okehampton Hospital
- Ottery St Mary Hospital
- Seaton Hospital
- Sidmouth Hospital
- Tiverton and District Hospital

Northern Services:

- North Devon District Hospital
- Barnstaple Health Centre
- Bideford Community Hospital
- Fern Centre
- Holsworthy Community Hospital
- Ilfracombe Tyrell Hospital
- Litchdon Medical Centre
- Lyn Health Medical & Minor Injury Service
- South Molton Community Hospital
- Torrington Hospital

4. DETAILS OF APPLICANT:

Mr / Mrs / Miss / Ms / Mx

Surname.....Forename(s).....

Address.....

Daytime telephone number.....

Email address.....

5. DECLARATION

I declare that the information given by me on this form is correct to the best of my knowledge and that I am entitled to apply for access to the health record details in Section 1 under the terms of the Access to Health Records Act 1990:

I am: **(please delete as applicable)**

- 1. The deceased patient’s personal representative and attach a confirmation of my appointment.
- 2. A person who has a claim arising from the patient’s death and wish to access the information relevant to my claim on the ground that

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Signed..... Date.....

6. DOCUMENTATION REQUIRED:

- 1. The deceased patient’s personal representative (**Executer or Administrator**), please provide:
 - Documentation confirming your status as Executer or Administrator
 - A copy of one of the following to confirm your identity:

Driving Licence Passport Birth Certificate

- 2. A person who has a claim arising from the patient’s death, please provide:
 - A copy of one of the following to confirm your identity:

Driving Licence Passport Birth Certificate

7. ACCESSING OPTIONS FOR CASENOTES; Please choose one option only. Please note that all copies of notes will be provided via secure email unless stated otherwise.

I would like the records to be sent via secure email (*Free*)

To sign up for Egress, or you would like more information, please use the following link:
<https://switch.egress.com/ui/signin.aspx?ReturnUrl=%2fui%2fadmin%2fdefault.aspx>

I would like paper copies of my original casenotes (*Cost per page printed*)

Radiology images cannot be printed or converted into PDF, therefore if you require copies of radiology images these will be sent on an encrypted disc which includes the software to open and view the images. Please note these discs are not compatible with MAC OS. A password to access the images will be provided separately to ensure the security of your personal data.

If you have requested from the Eastern Devon and Exeter sites and services, these discs are sent directly by the Radiology department separately to any other records you have requested and are likely to be released at a different time.

At this time we are unable to release these records in any other format due to technical limitations.

In accordance with the Access to Health Records Act, we will aim to provide you with a response to your request within 40 days.

Please email your completed form to the relevant Access to Records Office.

Eastern Devon and Exeter Sites and Services:

Email: rde-tr.igsupportteam@nhs.net

Alternatively, you can get help completing the form from Patient Advice and Liaison Service (PALS), contact us by telephone on 01392 402623, or send your request to us at:

Access to Records Royal Devon & Exeter NHS Foundation Trust, Wonford Hospital, Barrack Road, Exeter, Devon, EX2 5DW

Northern Devon Sites and Services:

Email: ndht.accesstorecords@nhs.net

Alternatively, you can get help completing the form from Patient Advice and Liaison Service (PALS), contact us by telephone on 01271 314090, or send your request to us at:

Access to Records, Level 0, Northern Devon Healthcare Trust, Raleigh Park, Barnstaple, Devon EX31 4JB

