

# TRAFFORD PRIMARY HEALTH & PRACTICES

## Patient Authorisation Form - Annex G

For a person other than the patient to access their medical records

<b>(1) Details of the subject (patient) whose records will be accessed</b>	
Surname	
Forenames	
Date of Birth	
Gender	
Address	
Telephone Number	

I, as the data subject, herewith give my explicit consent to the person detailed below to access information pertaining to myself held by Grove Medical Practice, as the Data Controller, within the parameters and dates specified.

<b>(2) Details of the person to be given access to data</b>	
Full Name	
Address	
Relationship	
Telephone number	

<b>(3) Please detail the purpose of the access, if applicable, and any limitations of information (e.g. appointment booking / cancellation, test results, claim investigation, complaint)<sup>i</sup></b>
Do you want the person to have full access? Historical records and support you in the future? Please specify.

**(4) Please detail the specific time period requested pertaining to the request<sup>ii</sup>**

Is access being given retrospectively (copy of historical records – if so how long? E.g 1 Feb 14 to 31 Jan 19) or  
Access to future records to provide support (e.g. no end date or until 31 May19; to collect prescriptions until I have recuperated)

**(5) I confirm that I give explicit authorisation for Grove Medical Practice to communicate and share data pertaining to myself, the subject, with the person identified in part 2 of this form within the restrictions given in part 3 and 4 of this form.**

Signature	
Date	
ID Verification	
	<i>Type of ID provided by patient</i>
Staff Authentication	
	<i>Staff member initials</i>

**Completed document to be stored in EMIS Patient Registration ID Verification**

<sup>i</sup> Delay in responding to direct or third party Subject Access Requests may occur if explicit consent is not specified; providing total access to the subject's data to a third party within the restraints of current legislation can be intrusive.

<sup>ii</sup> Delay in responding to direct or third party Subject Access Requests may occur if explicit consent period is not provided; providing total access to the subject's data to a third party within the restraints of current legislation can be intrusive.

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