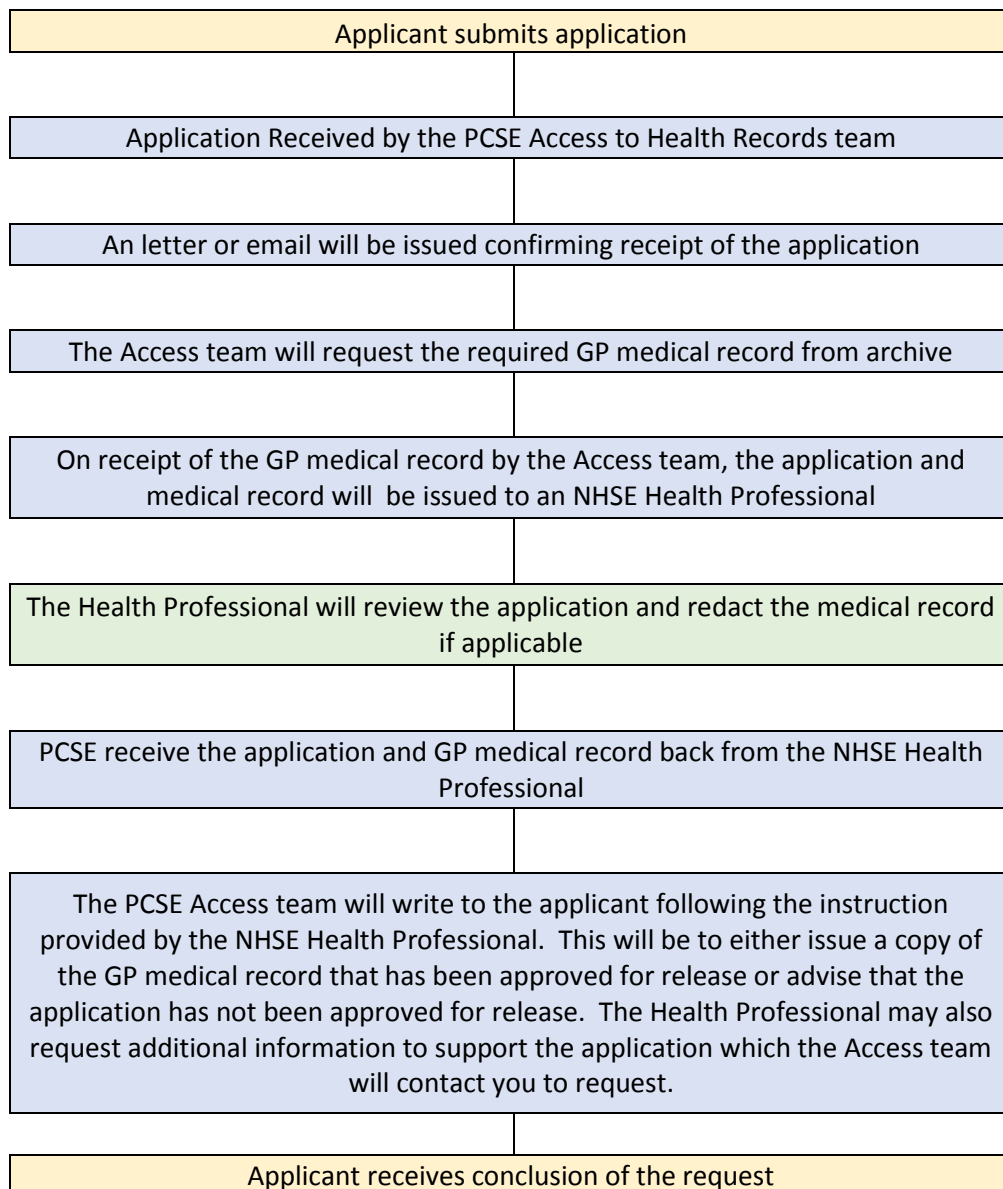


## Access to Health Records Process

Your application has been received by the Access to Health Records team and the steps listed below detail the process that your application will now follow. During the course of your application should you require an update in relation to the progress of your request then please contact our Customer Support Centre on 0333 014 2884.

To provide additional information or to notify us of a change in circumstances you can email the Access to Health Records Team to [pcse.accessrequests@nhs.net](mailto:pcse.accessrequests@nhs.net)



Please be advised that we would only provide copies of a Health Record which we hold. Parts of a person's medical record may be held with Hospital, Community or Mental Health trusts, as well as previous primary care practitioners. PCSE cannot provide access to these records and you may wish to make a separate application to the relevant Health Organisation.

Your application and the requested GP medical records are reviewed by an appropriate NHSE Health Professional in order to determine whether all or part of the record can be released. Taking into account the medical records which have been requested within the access application, also the Health Professional will remove medical records as required by statute (this would include GP medical records prior to 1<sup>st</sup> November 1991 for an application requesting access to a deceased patients records) together with any information/documentation which, in his opinion, could be harmful to the health or welfare of another or might identify a third party.