

Montgomery-House Surgery

Request for Retrospective Patient Online Access to medical records

Most patients registered with the NHS app will be able to access their medical records through their GP Online Services account but for retrospective access they will first need to complete the attached form and bring it into the surgery.

A member of our Patient Services Team will check and verify your request and your GP will review and consider whether it is appropriate to allow access. We will contact you to confirm the decision.

If you would like retrospective access to your records, then your GP will need to review your full medical record before granting access, this will include records from previous GP surgeries. In order to comply with GDPR, we will need to redact information about third parties from your records and this process can take some time to complete so you should allow up to 90 days for us to complete this request.

Montgomery-House Surgery

Request for retrospective access to GP online services

[Please read the accompanying information before completing all sections of this form and returning it to a member of our Patient Services Team.](#)

Patient's full name	
Date of birth	
Home telephone number	
Mobile telephone number	
Address	
Email	

You are not able to use this form to change your contact details. Online access will be set up using the contact details we already have recorded for you.

Sometimes information is recorded which is incorrect, or you may think information is missing from your record. You are unable to amend your own medical record, so if this is the case, please inform the practice. We will review and will edit where appropriate. There is an electronic audit trail of any changes to your record to protect both you and NHS staff.

I have read and understand the information provided by the practice on Online Access.

Signature of patient	Date
----------------------	------

For practice use only

Patient NHS number	Patient EMIS number
Request checked by (PS initials)	Date
Record reviewed by (GP initials)	Date
GP notes	
Date account created	
Date passphrase sent	
Type of record access enabled Prospective <input type="checkbox"/> Retrospective <input type="checkbox"/>	Level of record access enabled All <input type="checkbox"/> Limited parts <input type="checkbox"/> Contractual minimum <input type="checkbox"/>