

Please contact the Access Officer
Our ref: 16/5995/PJ/SAR/DIS1132975

Mrs S Ravindra
56 Farrow Avenue
Hampton Vale. Peterborough. PE7 8HT

21st July 2016

Dear Swetha Ravindra,

Further to your request for access to the health records of Mrs Shashikala Venkatesh, in order to allow the application to be processed certain information is required. Please find enclosed the application form which you should complete and return giving as much detail as possible.

Proof of identity is also required; this can be in the form of **copy** of a birth certificate, driving licence, passport etc.

Prepayment for any copied documentation is required prior to release.

If a viewing of the health record is requested a charge of : £10.00 is applied.

A charge will be made for information if we are requested to reproduce it (copy it); the cost will vary dependant on the information required: Digitalized X-rays/Photography: £10.00, Accident and Emergency records: £20.00. All records inclusive of Digitalized x-rays/Photography: £50.00. This fee covers:

- Time spent locating, retrieving and disclosing the health record, computerised information and production of digitalized x-ray images.
- Time spent by medical staff checking the health record to ensure that it is safe to proceed with disclosure. This is a compulsory requirement under the Data Protection Act 1998.
- Time spent in the preparation, disassembling, copying and re-collating of the health records

Prepayment is required. Payment should be made payable to : PSHFT

Upon receipt of your acceptance of these terms along with your payment we will comply with your request within the 21 day timescale, although you will of course appreciate that there may be some inevitable short delays pending agreement to disclosure by the Consultants concerned.

Please indicate below your requirements along with your remittance.

Digitalized X-rays & Photography	Accident and Emergency records	All records inclusive of digitalized X-rays & Photography
		✓

Yours sincerely,

Access Services Co-ordinator