

# ACCESS TO MEDICAL REPORTS



Name

Application/Membership Number

## ACCESS TO MEDICAL REPORTS ACT 1988

(or Access to Personal Files & Medical Records (Northern Ireland) Order 1991)

- I have read the explanation of my rights under the Access to Medical Reports Act 1988 (on reverse of this form) and consent to Cirencester Friendly being provided with my medical information, including copies of my medical records, from any medical practitioner who has attended me concerning anything which affects my physical or mental health or condition.

### **I wish to see the report before it is sent to the Society**

*(Please tick if you wish to see the report before it is returned to us.)*

- To request your data from your medical practitioner, we may engage a trusted third-party provider (Lalu) who will manage the data request on our behalf. Lalu will request specific information from your medical practitioner at our instruction. They will store the requested information temporarily in their secure database solely for the purpose of making it available to us. They will not process, alter, or use your medical data for any purpose beyond securely storing it until we retrieve it. Once accessed, the data will be managed directly by us in line with our data retention and protection policies. By signing this form, you consent to the request of your medical information from your medical practitioner, using medical evidence gathering service, Medidata Exchange Limited trading as Lalu.

## PLEASE PROVIDE THE NAME AND ADDRESS OF YOUR USUAL DOCTOR

GP Name (if known)

Surgery Telephone Number

Surgery Name

Address

Postcode

Signature

Date

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- Before we can apply for a medical report from a medical practitioner who has cared for you, we need your consent by signing and returning this form.
- Before doing so, however, you should read this note carefully as it sets out your rights under the Access to Medical Reports Act 1988 (or 1991 Order) and the procedures for dealing with reports.
- You don't have to give your consent but, if you do, you can say whether you wish to see the report before it's sent to the Society.
- If you don't give consent, we may be unable to proceed/continue with your claim for benefit.
- If you say you wish to see the report (we'll tell you at the same time as we write to the medical practitioner, and we will tell them that you wish to see the report), you'll then have 21 days to contact the medical practitioner about arrangements for you to see them.
- If you don't say you wish to see the report, we don't have to notify you if we apply for one. However, if, before such a report is sent to us, you write to the medical practitioner saying you wish to see it, you'll then have 21 days to contact them about arrangements for you to see the report.
- Whether or not you say you wish to see the report before it is sent to us, the medical practitioner must let you see a copy for up to 6 months after it's supplied, if you ask.
- If you ask the medical practitioner for a copy of the report, they can charge you a reasonable fee to cover their costs.
- Once you've seen a report before it is sent to us, the Doctor can't submit it until they have your consent.
- You can write to the medical practitioner, asking them to amend any part of the report which you consider to be incorrect or misleading and have attached to the report a statement of your views on any part where you and the medical practitioner aren't in agreement and which they're not prepared to alter.
- The medical practitioner isn't obliged to let you see any part of the report if, in their opinion, that would be likely to cause serious harm to your physical or mental health or that of others, or would indicate the medical practitioner intentions towards you, or if disclosure would be likely to reveal information about, or the identity of, another person who has supplied information about you, unless that person has consented or the information relates to, or has been supplied by, a health professional involved in caring for you.
- In such cases, the medical practitioner must notify you and you'll be limited to seeing any remaining part of the report.
- If it's the whole report which is affected, the medical practitioner must not send it to us unless you give your consent.

Cirencester Friendly Society Limited, Mutuality House, The Mallards,  
South Cerney, Cirencester, Glos. GL7 5TQ  
Tel: **01285 652492**  
Email: [info@cirencester-friendly.co.uk](mailto:info@cirencester-friendly.co.uk) [www.cirencester-friendly.co.uk](http://www.cirencester-friendly.co.uk)

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