

## HEALTH RECORDS

### Access to Health Records - ID Process and Checklist

Health Records staff are required to ensure that they are comfortable with the identity of any person requesting access to confidential data.

Prior to the release of any paper records or information, applicants not known to Health Records staff should provide 2 forms of identification, one from each of the lists below, to verify that they are the individual that has consent to receive the information.

Copies will be accepted. Please do not send originals.

#### **Proof of name:**

- Photographic work ID (where appropriate)
- Passport
- Driving licence
- Bank card
- Credit card
- National ID card
- Police/Customs/Home Office/warrant card
- Forces ID card
- Sea/Air Masters licence
- Government/local council staff ID
- Blue Badge (driver's pass)

#### **Proof of address:**

All bills and statements must have been issued within the **last three months**. Internet printouts and online statements are not acceptable.

- Utility bill
- Bank/building society statement
- Credit card statement
- Council tax bill
- Council payment book

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- Council rent card or tenancy agreement
- HM Revenue and Customs statement
- Passports with address (where the address has been officially entered by the issuing authority)
- National ID card with address
- Driving licence with address
- Home Office permit to stay
- TV licence
- Firearms licence
- Home insurance policy
- International student photo card
- Benefit agency book or original notification letter
- Student Loans Company LEA/SAAS award letter

Previous St Andrew's patients who are currently residing in an alternative mental health hospital, prison or secure facility may not be able to source the required identification. In these circumstances, a letter from their current Responsible Clinician or someone in an official capacity working within the facility would be an acceptable form of identification.

#### **Requests for Deceased Persons Records:**

If you are requesting records for a deceased person, you will be required to provide only one of the following, in addition to the above:

- Copy of Grant of Probate
- Letter of Administration