**The Castle Practice**

**Patient Comment Form for Record Access**

**Help us to keep your Records Accurate**

The role of the NHS is to help you to stay as well and healthy as possible and to offer you advice and treatment when you become unwell. For this reason it is important that your health record is as accurate and up to date as possible.

Maintaining your health record correct is the highest priority of every one working in the practice.

However, sometimes you might spot something on your medical record that you are concerned might be wrong. If this happens, please complete this form and we will review your records.

**How we will respond to your query**

* We will acknowledge your query within 7 working days
* We will review your records and report back to you within 28 days
* What we will tell you:
	+ If the entry appears to be correct and the evidence to support it
	+ If the entry is factually incorrect, we will tell you that it has been corrected
	+ If there is no clear correct answer and the entry is open to debate, we will note that you have queried this. Legally, we cannot remove any entry or comment unless it is factually incorrect, but we will ensure that your opinion is clearly stated and make an entry on the record to state this

**Patient Details**

Please enter your personal information

Patient Name \*

Address \*

Address

City

City

County

County

Postal Code

Postal Code

Country  

Country

Date of Birth \*

NHS Number (if known)

NHS Number can be found on any NHS letters you have received

Your name (if not the patient)

Relationship to Patient

Additional Comments

Date of completion

Signature

PRINT NAME

Bottom of Form