

Request under Freedom of Information Act 2000

Request Ref: NGFOI 18/19: 611

Thank you for your request for information received at Northampton General Hospital NHS Trust (NGH) on 12/02/2019.

I am pleased to be able to provide you with the following information:

- 1) *How long are on going medical treatment receiving /received records kept ?*

Medical records are kept for 30 years from date of last treatment

- 2) *If there is a change of hospital, are present records transferred by responsible hospital?*

If there is a transfer of care a copy of the patients current activity/care will be sent with the patient to the transfer hospital.

- 3) *Do different departments hold separate records for different treatments been received or is there a central file which holds all information of the patient in question.*

The Medical Record is stored as one complete record, not by Speciality.

- 4) *After a hospital death , how long are records kept and can anyone see it or only bonafide person would be entitled to site this. What are the I.D requirements to see such and does it bear any costs.*

Dependant on criteria at time of death records are stored onsite for 10 months prior to being sent offsite. Records are then destroyed 8 years after date of death. Research records are stored for 15 years from date of death. Children and Maternity Records are stored for 25 years plus 1 month.

The Access to Health Records Act governs access to the records of deceased persons. This legislation states that only the “personal representative” of the patient has a legal right to access. The term “personal representative” refers only to the “executor or administrator of the estate”. Other persons may apply for access under “a claim arising from the death” giving their reason in writing. Then it is the hospital’s responsibility to decide whether access is granted. In addition to this records are withheld if the patient has denied permission for the records to be seen. Or if reading the record would cause harm to the patient or any other person. This includes harm to the deceased’s reputation. We must withhold third party information relating to persons other than the patient whose details may appear in the record, unless we have their permission to release such information.

The ID requirements are a copy of a picture ID such as a driving licence, passport, etc.

In addition we may ask for a copy of the death certificate and/or proof of kinship such as a birth certificate, marriage certificate etc. and proof of address such a bill or bank statement. If you claim to be the “personal representative” then proof that you are the executor or administrator is also required.

There is no charge for copies of records under present legislation.