**PATIENT MEDICAL RECORDS COMMENT FORM**

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 correctly is the highest priority of everyone 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.

Please note that for confidentiality reasons we cannot respond to queries from anyone other than the patient, except parents / legal guardians of children under 16 years or where there is a Lasting Power of Attorney

How we will respond to your query

* We will acknowledge your query within 5 working days
* We will review your records and report back to you within 1 calendar month
* What we will tell you:
	+ If the entry appears to be incorrect 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.
* Having had our response, if you still have queries, you are welcome to speak to the practice manager. If they are unable to deal with your questions, they will arrange for you to speak to a doctor.

|  |  |  |  |
| --- | --- | --- | --- |
|  Patient Name |  | Date of Birth |  |
| Address |

|  |  |
| --- | --- |
| Date of entry queried |  |
| Details: *Why you think this may be incorrect – please give as much information as possible* |