

## **Administration Charges**

If you wish to access your records then the following administration charges are applied:

To provide copies of patient health records the costs are:

For copies of manual records £50.00

For copies of manual and computerised records combined £50.00

For copies of computerised records (i.e. only on computer) £10.00

To view your health records (where no copy is required – this will require an appointment with a GP partner) the costs are:

Health records held totally on computer: £10 charge unless the records have been added to in the last 40 days

Health records held manually: £10 charge

unless the records have been added to in the last 40 days

Health records held in part on computer and in part manually: £10 charge

unless the records have been added to in the last 40 days.

If you wish to view your health records and then want to be provided with copies this would still come under the one access request.