

## **A) What to do if you want to consult medical records and, if necessary, make copies or extracts thereof yourselves**

### **How and where to arrange the access**

If you are a person authorised to consult a patient's medical records, contact the secretariat of the respective department in order to agree the date and time of access, i.e. the department that keeps the medical records you wish to consult. A list of telephone contacts for individual departments can be found at <http://www.nemcb.cz/kontakty/oddeleni-hlavni-telefonni-cisla-a-mailove-adresy/>

### **When your access will be allowed**

The respective department will allow you, according to the agreement with them, to consult the medical records as soon as possible, within their operational capabilities (when you are consulting records, a designated staff member of the health service provider must be present). It is not always possible to consult medical records at the time of your convenience, because the correct functioning of the department must be prioritised and the provision of health services must not be disrupted; however, as far as possible, we will do our best to meet your wishes.

### **What needs to be proven before the access**

Once you have reached the relevant department at the agreed time and date, you will need to prove your authorisation to consult the medical records, or make copies or extracts thereof. For this purpose, please prepare and provide the following documents (in order for us to process your application, please use our prepared forms "Statutory Declaration" and "Patient's Consent", if you have to submit them on the basis of the following):

#### **If you apply for access to your own medical records**

- please prove your identity by presenting a valid identity document (ID card or passport)

#### **If you apply for access to your child's medical records, as a minor:**

- please prove your identity by presenting a valid identity document (ID card or passport)

- please prove your relationship with the minor by signing a statutory declaration (see the form Statutory Declaration, <https://www.nemcb.cz/information-for-patients/medical-record/statutory-declaration/>) the declaration will be included in the patient's medical records

#### **If you apply for access to a minor's medical records as a foster parent or other carer**

- please prove your identity by presenting a valid identity document (ID card or passport)
- please prove that you are a foster parent or another person who has been entrusted with the personal care of the minor under a court ruling with the original or an officially certified copy of the final ruling of the court on awarding the personal custody of the child to the foster parent or another caring person: our employee will make a copy thereof to be included into the patient's medical records

#### **If you apply for access to medical records of your ward**

- please prove your identity by presenting a valid identity document (ID card or passport)
- please demonstrate that you are the guardian of the patient with the original or an officially certified copy of a final guardianship ruling: our employee will make a copy thereof to be included into the patient's medical records

#### **If you apply for access to a patient's medical records as a person authorised/appointed by the patient**

- please prove your identity by presenting a valid identity document (ID card or passport)
- please prove the patient's consent with their officially authenticated signature (see the form Patient's Consent, <https://www.nemcb.cz/information-for-patients/medical-record/patient-s-consent-to-consulting-his-her-medical-records/>) the consent will be included into the patient's medical records; if you are listed as a person appointed by the patient to access his/her medical records and obtain extracts or copies thereof to the extent required, you do not need to prove the patient's consent; please tell our employee, who will verify this from the patient's medical records

If you apply for access to medical records as a person close to the patient who, on admission to care, could not, due to their state of health, appoint persons who may be provided with information about their state of health and who may eventually consult the patient's medical records, and make extracts or copies thereof

- please prove your identity by presenting a valid identity document (ID card or passport)
- please prove that you are a person close to the patient in the sense of Section 22(1) of Act No. 89/2012 Coll., the Civil Code, as amended, by signing the Statutory Declaration (see the form Statutory Declaration, <https://www.nemcb.cz/information-for-patients/medical-record/statutory-declaration/>) the declaration will be included into the patient's medical records

If you apply for access to medical records as a person close to a deceased patient

- please prove your identity by presenting a valid identity document (ID card or passport)
- please prove that you are a person close to the deceased patient in the sense of Section 22(1) of Act No. 89/2012 Coll., the Civil Code, as amended, by signing the Statutory Declaration (see the form Statutory Declaration, <https://www.nemcb.cz/information-for-patients/medical-record/statutory-declaration/>) the declaration will be included into the patient's medical records

If you have any questions, additional documents proving decisive facts may be required.

## **Costs associated with consultation**

No reimbursement of any costs may be made associated with consulting medical records and making extracts or copies thereof with one's own resources on the spot. Any copies or extracts of the medical records will be made at your expense.