

YOUR GUIDE TO OBTAINING MEDICAL RECORDS

In some cases, our medical experts may require your medical records; they will need the records to ensure they have an accurate view of your injuries, and to identify if you have any pre-existing conditions and if they have been made worse.

1. In order to obtain your medical records, we will need your written consent. You will need to complete our Medical Records Authority Form. This can easily be done online by going to our website at www.apexmedico.co.uk and clicking on the medical records section. If we already have your email address, we will send this consent form to you digitally, and if we don't have your email address then we will post the form to you.
2. It is important to complete the form in as much detail as possible, including any GP or A&E you may have attended. You should include the name of the expert or surgery, address, and full postcode.
3. After completing your consent form, you must sign and date the form correctly, before returning the form to us as soon as possible.
4. Once we receive the consent form, we will request for your medical records to be released to us. In line with GDPR, the healthcare organisations have 40 days to provide us with the medical records.
5. After receiving the medical records, we will forward them to your medical expert to complete and finalise your report.



If you have any issues completing your form or have any questions, feel free to contact us on 0161 212 1142 or email us at unrepresented@apexmedico.co.uk