



Rules for the collection of medical records

Medical records can be picked up only by authorised persons. These are:

The patient

A parent or a statutory representative of a patient, who is a minor

A legal guardian of the patient

A person authorised by the patient in writing (single/standing authorisation)

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Written authorisation for medical record pick up can be made by:

The patient

A parent or a statutory representative of a patient, who is a minor

A legal guardian of the patient

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The person entitled to authorise another person to pick up medical records shall make the relevant authorisation in writing. The authorisation is to be signed in the presence of a Dermea staff member (nurse, front desk employee). If such authorisation has been signed prior to it being submitted to Dermea, it will be accepted only if the signature has been notarised.

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A person authorised to pick up medical records is to present their picture ID and acknowledge the pick up by signing a medical record request application.