

## **How to access a copy of your own medical records**

**You may apply to access a copy of your own medical records without going through the Freedom of Information (FOI) Act or the Data Protection (DP) Act:-**

The hospital routinely makes personal information available to patients (i.e. Medical records), it is not always necessary to apply through the FOI Act. FOI and DP provide an additional source of facilitating access to records that are not made routinely available.

If you wish to seek access to a copy of your medical records please write or email your request to:

**The Patient Services Department  
The Coombe Women & Infants University Hospital  
Cork Street  
Dublin 8**

**Email: [recordrequest@coombe.ie](mailto:recordrequest@coombe.ie)**

**Telephone: 353 1 4085316**

**Please state in your letter:**

- Hospital Number / Chart number (if you have it)
- Your name, Date of Birth, Address (current and previous)
- What records you are seeking access to (i.e. maternity/gynaecology/paediatric)
- Mobile telephone number

Please include a copy of photographic identification i.e. passport or driver's license.

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