

SENDING YOUR REQUEST

By post to :

Monsieur le directeur
Centre Hospitalier Bretagne Atlantique
20, boulevard Général Maurice Guillaudot
BP 70555
56017 VANNES Cedex

By e-mail :

communication.dossier-patient@ch-bretagne-atlantique.fr

CONFIDENTIALITY

No information will be able to be given to you either by telephone or by e-mail.

The medical file will always be given to you by a physician from our hospital with the highest regards for medical and professional secrecy.

INVOICING

Consulting information on-site is free of charge.

When the applicant requires the supply of copies, regardless of the media requested, the amount you will have to pay cannot exceed reproduction costs and where necessary postal charges.

The « Trésor public » will invoice you once the copies have been handed over.

CONTACT

E-mail :

communication.dossier-patient@ch-bretagne-atlantique.fr

Tel : 02 97 01 99 36

CONCEPTION – RÉALISATION : DIRECTION DE LA COMMUNICATION – NE PAS JETER SUR LA VOIE PUBLIQUE – PHOTO ©PIXABAY

MEDICAL FILE

YOU, YOUR NEXT OF KIN OR ONE
OF YOUR CLOSE FRIENDS OR
RELATIVES HAVE BEEN ADMITTED
TO CHBA.

YOU WOULD LIKE TO HAVE ACCESS
TO ALL OR PART
OF THE MEDICAL FILE.

CHBA TELLS YOU HOW

All persons have the right to access information concerning their health that is detained for whatever reason by health professionals or health establishments. (Article L1111-7).

The applicant may access information directly or via a Doctor designated by the applicant, thus obtaining access within deadlines as defined by law :

- Within eight days following application,
- Within two months when medical information goes back more than five years.

DIRECT ACCESS BY THE PATIENT TO THEIR OWN MEDICAL FILE

The request must be made to the management of **Centre Hospitalier Bretagne Atlantique** using the appropriate form to be obtained as follows:

- By contacting the « Cellule communication dossier patient » (02 97 01 99 36) or by e-mail at the following address: communication.dossier-patient@ch-bretagne-atlantique.fr.
- Available at the welcome desk at the entrance of the hospital or from any of the medical secretaries.
- From the hospital's web site (www.ch-bretagne-atlantique.fr) under the heading « Vos droits ».

The «Cellule Communication Dossier Patient » within the hospital will process your request as soon as the form duly completed and signed has been received and that the required identification documents have been included.

HOW DOES ONE RECEIVE THE MEDICAL FILE ?

The applicant will receive photocopies of the information required either :

- By being handed over personally copies of documents,
- By reading the documents on-site (by appointment only) and where necessary the supplying of copies of documents,
- By registered post with signature of receipt of the copies of documents.

Postal charges and photocopying rates will be invoiced to the Applicant in accordance with legislation contained in article L. 1111-7.

ACCES TO AN UNDER-AGE PATIENT'S MEDICAL FILE (-18 YRS.)

The right of access to information contained in the medical file of an under-aged patient is leveraged by the holder(s) of parental authority, except if the under-aged person is opposed to the holder(s) of parental authority having access to consultation of the file in order to keep their state of health secret.

A formal application should be made accompanied by the following documents :

- A copy of the Applicant's identity papers
- A certificate proving parental authority (« livret de famille », divorce court rulings, etc.)

ACCESS BY A GUARDIAN TO THE MEDICAL FILE OF A PATIENT UNDER GUARDIANSHIP

A formal request must be made by the Guardian including :

- A photocopy of the Guardian's identity papers,
- A photocopy of the Ward of Court ruling naming the Guardian.

ACCESS BY THE NEXT-OF-KIN TO THE MEDICAL FILE OF A DECEASED PATIENT

The next-of-kin of a deceased patient have the right to access the medical information concerning the deceased patient unless the patient, whilst alive, expressed his/her opposition to such access and on condition that obtention strictly serves the following purposes :

- Ascertaining the cause of death,
- To enable due rights,
- To defend the deceased patient's memory.

A formal request must be made by the next-of-kin and should include:

- The next-of-kin's identity papers,
- Certificates proving the eligibility of next-of-kin or a sworn affidavit of proof of filiation.