

ACCESS TO MEDICAL RECORDS AND OBTAINING EXTRACTS AND COPIES OF MEDICAL RECORDS

Pursuant to § 65 of Act No. 372/2011 Coll., on Health Services and the Conditions for Their Provision (the Health Services Act), the following persons have this right:

- The patient, the patient's legal representative, or guardian,
- Persons designated by the patient, the patient's legal representative, or guardian, a foster parent or other caregiver,
- Close persons of a deceased patient, to the extent specified in § 33 paragraph 4 of the Health Services Act (hereinafter referred to as „Authorized Persons“).

Obtaining Copies of and Accessing Medical Records:

1. Access to Medical Records

Authorized Persons may do so in the presence of a healthcare professional of the IHBT. Appointments to review medical records can be scheduled at a specific department or by a phone or an email:

Tel: +420 221 977 217; +420 221 977 282;

E-mail: info@uhkt.cz

2. Making Copies Using One's Own Means

Persons authorized to obtain extracts or copies of medical records are permitted to make an extract or copy on-site using their own equipment. You can arrange to obtain an extract or copy of medical records on-site using your own resources at a specific department or by making an appointment by phone or email, as described in point 1 regarding accessing medical records.

3. Making Copies or Extracts from Medical records by the Institute of Hematology and Blood Transfusion (hereinafter referred to as „IHBT“)

If an Authorized Person does not obtain an extract or copy on-site using their own equipment, IHBT will obtain a copy of medical records, based on a request using the form available on the IHBT website. The completed request form must be delivered to the Director's Office.

4. Payment for the Provision of a Copy or Extract from Medical Records

Pursuant to § 66 paragraph 3 of Act No. 372/2011 Coll., on Health Services and the Conditions for Their Provision (the Health Services Act), **the health services provider shall provide the first copy or extract from medical records prepared at the request of the patient, the patient's legal representative, or the patient's guardian free of charge.**

In the event of a repeated request or request made by a person specified in § 65 paragraph 1 letter b) or c) of Act No. 372/2011 Coll. On Health Services and the Conditions for Their Provision (the Health Services Act) (i.e., a person designated by the patient, the patient's legal representative or guardian, a foster parent or other caregiver, or a close person of a deceased patient) **the provider may require payment.** Such payment shall not exceed the sum of the reasonable costs incurred for obtaining an extract or copy of medical records and for their delivery.

The price list for the repeated issuance of an extract or copy of medical records is available on the IHBT website at www.uhkt.cz and is also available at the IHBT medical departments. Payment is accepted in cash at the IHBT Cashier's Office (Building C, first floor) during its opening hours. Payment may also be made by bank transfer to the IHBT's account, account number 31438021/0710, held at the Czech National Bank, Prague 1, using the assigned variable symbol you will receive based on a preliminary calculation of the fee resulting from the submitted request for an extract or copy of medical records.

Price List for Obtaining an Extract or Copy of Medical Records (prices include VAT):

A4 – single-sided black-and-white copy // A4 double-sided black-and-white copy **2,00 CZK/copy // 3,00 CZK/copy**
A3 – single-sided black-and-white copy // A3 double-sided black-and-white copy **3,00 CZK/copy // 4,00 CZK/copy**
A4 – printout from a computer printer- **3 CZK** per page

The fees for providing a copy or extract from medical records can be subject to change, therefore, the current price list is listed on the IHBT website or may be obtained by calling the Director's office at +420 221 977 217, or by sending an inquiry via email to: info@uhkt.cz.