

FORM A – APPLICATION & CONSENT FOR RELEASE OF MEDICAL INFORMATION

INSTRUCTIONS

1. As a general rule, application can only be made by the patient. This is in accordance to the Personal Data Protection Act (No. 26 of 2012) in the absence of a Legally Appointed Representative. (Refer to Notes 1-5 for exceptions and details).
2. Scanned copies / photocopies of patient's and applicant's NRIC and all relevant documents as proof of the applicant's relationship to patient are required. (Refer to Note 6).
3. For deceased patient, scanned copy / photocopy of the death certificate is required.
4. The release of the medical information is subject to approval by Singapore National Eye Centre.
5. Refer to the attached Notes on Application for the Release of Medical Information for full details.
6. All completed documents will be encrypted in PDF and sent to the recipient email indicated below. Hardcopies will only be provided upon request.

PATIENT'S PARTICULARS

Name : _____ NRIC / HRN : _____
 Address : _____ Postal Code : _____
 Email : _____ Contact No. : _____
 Date of Attendance : _____

AUTHORISATION

I, _____ of NRIC No.: _____, hereby authorise Singapore National Eye Centre to furnish and release the requested medical information below to:

- Myself
- My Authorised Representative (Please specify relationship): _____
 (Please refer to Notes for more details)

Name of Recipient : _____
 Email of Recipient: _____ Contact No.: _____

TYPE OF REQUEST:

| Format of Report | Fees | Tick ✓ |
|---|-------|-----------|
| Ordinary Medical Report | \$110 | |
| Completion of Insurance Form | \$110 | |
| MOM Work Injury Compensation Form | \$110 | |
| Completion of Permanent Disability Form | \$210 | |
| Specialist Medical Report | \$210 | |

| Format of Report | Fees | Tick ✓ |
|---|------------------------|-----------|
| Neuro-Ophthalmology Medical Report (Fees will be advised by doctor) | \$155.79 / \$278.25 | |
| Day Surgery Discharge Summary | \$10.70 | |
| Doctor's Memo | \$10.70 | |
| Lab / Tests Results (Please provide type of results required in 'Details') | \$10.70 - \$16.05 | |
| Duplicate copy of Medical Reports / Insurance form / Day surgery discharge summary/ Doctor's memo | \$10.70 | |

FOR THE PURPOSE OF:

- Third Party Claim
 Continuation of Care
 Insurance Claims / Proposal
 Second Opinion
 Legal Proceedings (please specify)
 Others (please specify)

Details:

Besides the medical report fee, I undertake to pay any additional charges such as consultation fees, radiological images and laboratory investigation charges that may be incurred in the preparation of the report.

By signing on the consent below, I acknowledge that I have read and understood the 'Notes on Application for the Release of Medical Information'. There will be no refund once the request has been processed.

Signature of Patient & Date

Signature of Applicant & Date

Relationship to Patient

To be completed by Medical Report Section staff

MRO Request No.

Receipt No.

Processed By & Date

APPLICATION & CONSENT FOR RELEASE OF MEDICAL INFORMATION (Form A)

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NOTES ON APPLICATION FOR THE RELEASE OF MEDICAL INFORMATION

1. In accordance to the Personal Data Protection Act (*No.26 of 2012*), the application can only be made by the patient
 - a. except if the patient is
 - i. A minor
 - ii. Deceased
 - iii. Mentally incapacitated
 - b. or if the report is for workman compensation.
 - i. Workman Compensation reports can be applied by the patient or his / her employer. The completed report will be given directly to the Ministry of Manpower.
2. If the patient is a minor, the application is to be made and signed by both of the patient's parents or legal guardian. A copy of the patient's birth certificate is required. A minor is someone who is below 21 years old, who is not an active National Serviceman, and who is not married or a widower or widow.
3. If the patient is deceased,
 - a. the application is to be made by the Legally Appointed Representative of the Estate. This is either an executor of the deceased's "Will" who has been granted probate, or a person who has been appointed as an administrator of the deceased's estate by the Singapore Court.
 - b. if the deceased does not have a Legally Appointed Representative of the Estate, then the application is to be made by all the deceased's Next-of-Kin (*who is living and has the mental capacity to do*).
 - c. the nearest relative is the individual first listed below:
 - i. Spouse.
 - ii. Child.
 - iii. Parent.
 - iv. Sibling.
 - v. Other relation.
4. If the patient lacks mental capacity, and in accordance to the Mental Capacity Act (*Cap 177A*),
 - a. the application is to be made by the Legally Appointed Representative, who is a Donee of a Lasting Power of Attorney granted by the patient, or by a Deputy appointed for the patient by the court.
 - b. if the deceased does not have a Legally Appointed Representative of the Estate, then the application is to be made by all the deceased's Next-of-Kin (*who is living and has the mental capacity to do*).
 - c. the nearest relative is the individual first listed below:
 - i. Spouse.
 - ii. Child.
 - iii. Parent.
 - iv. Sibling.
 - v. Other relation.
5. An application that has a blank insurance form to be completed by a doctor can be submitted by the patient or a representative on behalf, provided that the "Application & Consent for Release of Medical Information" (*i.e. "Form A"*) is signed by the patient.
6. Forms and supporting documents required are:
 - a. Copy of the completed "Application & Consent for Release of Medical Information" (*i.e. "Form A"*).
 - b. Scanned copies / photocopies of the patient's NRIC (*or appropriate identification documents*), both front and back views.
 - c. Scanned copies / photocopies of the applicant's NRIC (*or appropriate identification documents*), both front and back views.
 - d. Scanned copies / photocopies of all relevant documents [*e.g. Birth Certificate, Marriage Certificate, Grant of Probate, Letter of Administration, Lasting Power of Attorney, Order of the Court (Appointment of Deputy)*] as proof of the applicant's relationship to patient, if the applicant is not the patient.
 - e. For deceased patients, scanned copy / photocopy of the death certificate.

In addition, for deceased or patient who lacks mental capacity, and for whom the applicant is the Next-of-Kin:

- f. Please contact Medical Record Office for a copy of the "Letter of Undertaking" (*i.e. "Form C"*). The form is to be filled by all living spouse(s) / children / siblings of the deceased patient, (*other than the Applicant*), if the Applicant is not the only living spouse(s) / children / siblings. Scanned copies / photocopies of the relevant verification documents (*e.g., marriage certificates, birth certificates*) are to be provided by each declarant (*i.e. spouses / children / siblings*) as proof of relationship to the deceased patient.
- g. Scanned copies / photocopies of the relevant verification documents (*e.g. marriage certificates, birth certificates*) are to be provided by each declarant (*i.e. spouses/ children/ siblings*) as proof of relationship to the deceased patient.

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7. Contact & Application Information

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|---|
| <p>Application by:</p> <p>Email</p> <p>mro@sneec.com.sg</p> <p>Mail</p> <p>Send your completed consent form and cheque to:</p> <p>Medical Records Office Singapore National Eye Centre 11 Third Hospital Avenue Singapore 168751</p> <p>Contact Details</p> <p>Tel No. : 6322 9499</p> |
| <p>Mode of Payment:</p> <ul style="list-style-type: none">- Credit Card- Cheque <p>Cheque should be crossed and made payable to "Singapore National Eye Centre Pte Ltd". Write the patient's full name and NRIC at the back of the cheque.</p> |

8. Singapore National Eye Centre can only process your application upon fulfilling the verifications and receipt of all necessary forms, supporting documents and payment.
9. As a general guide, the time required for processing medical reports is about 4 weeks, from the date of receiving the completed forms, or the date of medical appointment for assessment, whichever comes later.
10. Specialist consultation charges will be borne by the patient separately for medical reports that require an assessment and a review of the patient at the Specialist Outpatient Clinic. This is in addition to further tests such as radiological images or laboratory investigation procedures that are required for the completion of the medical report.
11. The release of the medical information is subjected to the official approval by Singapore National Eye Centre.
12. A refund of the payment will be made in the event that the medical information cannot be released.