



Access to Health Records Subject Access Portal Guide

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1. Introduction

The Access to Records department request portal enables patients or their authorised representatives to request and receive health records from St George's University Hospitals NHS Foundation Trust.

The portal is a secure and simple way to request and receive health records.

This guide is to help requesters use the portal, which can be found at

<https://stgeorgesnhs.ams-sar.com/>

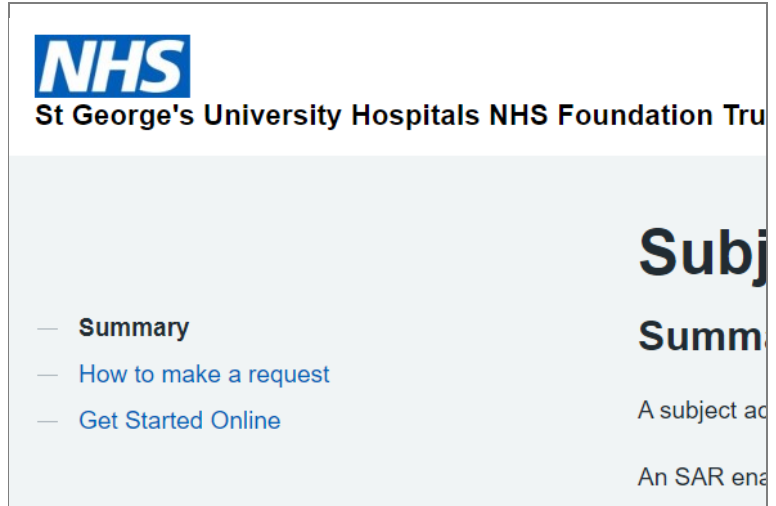
It will show you how to:

1. Create a new account, log in and navigate the portal.
2. Submit and manage health record requests.
3. Download the disclosed records.

2. How to create an account

Click "Get Started Online"

You only need an email address and password to set up the account.



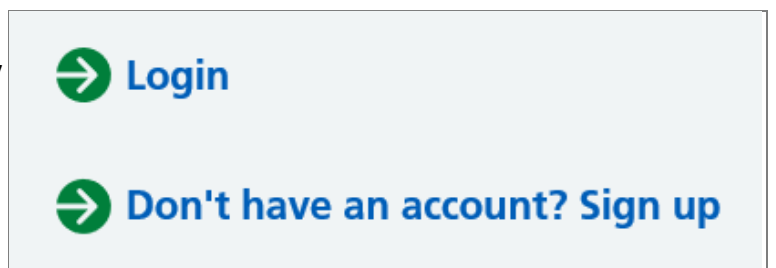
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St George's University Hospitals NHS Foundation Trust

- **Summary**
- [How to make a request](#)
- [Get Started Online](#)

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If you do have an account with us already click "Login"

If you do not already have an account click "Don't have an account? Sign up"

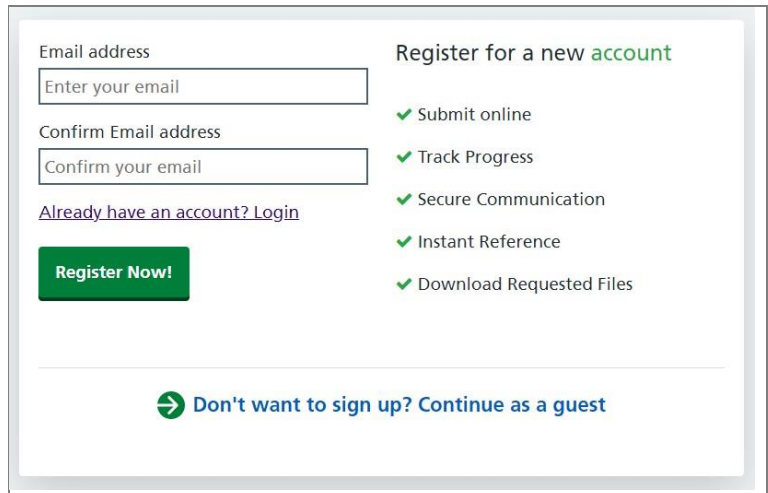


[Login](#)

[Don't have an account? Sign up](#)

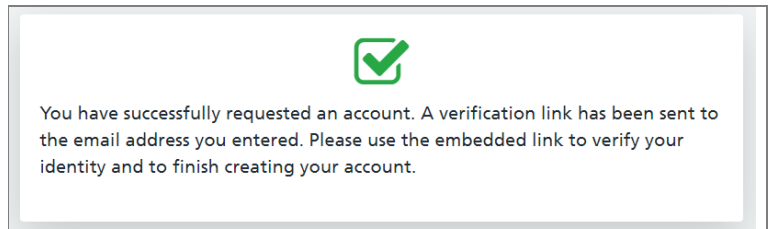
Enter your email address and then enter it again to confirm it.

Click "Register Now!"



The registration form contains two input fields: "Email address" with the placeholder "Enter your email" and "Confirm Email address" with the placeholder "Confirm your email". Below these is a link: "Already have an account? Login". A green "Register Now!" button is positioned below the input fields. To the right of the form, a list of benefits is shown with green checkmarks: "Submit online", "Track Progress", "Secure Communication", "Instant Reference", and "Download Requested Files". At the bottom of the form, there is a link: "Don't want to sign up? Continue as a guest".

A confirmation will appear that a link has been sent to your email address to allow you to complete the set up.



The confirmation message features a green checkmark icon at the top. Below it, the text reads: "You have successfully requested an account. A verification link has been sent to the email address you entered. Please use the embedded link to verify your identity and to finish creating your account."

Log in to your email account and open the email from noreply@ams-sar.com. In the email you will see a "Login" link.

Click this and it will take you to the portal login page.

Enter a password for your account and then enter it a second time to confirm it then click "Set password"

You will receive a message that your registration is complete.

Click the "Login to your account" link; enter your email address and password.

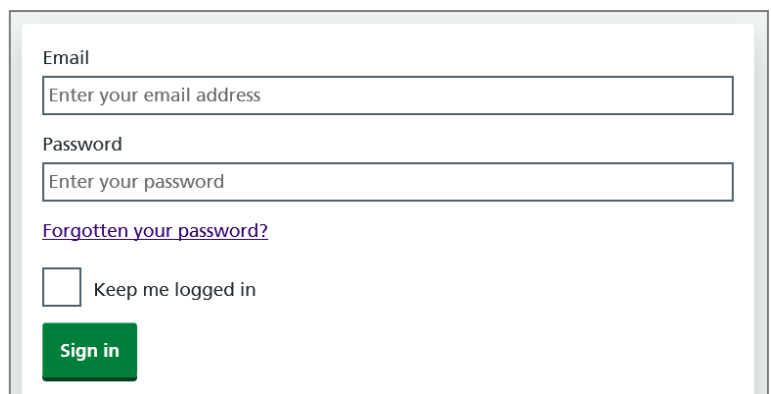
3. How to log into your account

Once you have an account you can use the login link on the portal home page

Enter your email address and password then click "Sign In".

If you have forgotten your password, click the "Forgotten your password?" link.

You will be taken to your home page where you can submit a new request, manage, and view existing requests and manage your profile.



The login form includes two input fields: "Email" with the placeholder "Enter your email address" and "Password" with the placeholder "Enter your password". Below the password field is a link: "Forgotten your password?". There is a checkbox labeled "Keep me logged in". A green "Sign in" button is located at the bottom of the form.

4. Managing Your Profile

This page allows you to change your password or add two factor authentication to your account.

You can access it by clicking either of the two "My Profile" links on the page.

In order to change your password, click the "Password" button.

Once the page opens, click the "Change password" button.

Enter your existing password.

Enter your new password and confirm by re-entering it in the confirmation box.

Click the "Set Password" button.

Click "Two Factor" to enable a second level of authentication when logging into the SAR web portal.

Once enabled you will be required to enter a unique pin code that will be sent to the registered mobile phone.

Enter a mobile phone number and click "Get code" to confirm the number.

Your Profile

Manage your profile settings including changing password and enabling two factor authentication.

Change Your Password

Current Password

New Password

Password

Re-enter password

Confirm Password

Re-enter password

SET PASSWORD

Enable Two Factor Authentication

Mobile Number

Whenever you login, along with your username and password, you will have to enter a unique 6 digit code sent to your mobile. Please enter in the mobile number you want this code to be sent to. We will send a code to this device now to register it.

mobile number

GET CODE

Click on the application type relevant to your request. There are 6 forms to choose from.

1. **Request – My own health records** – Application for your own health records.
2. **Request – 3rd party individual for living patient records** – Application from a 3rd party individual, such as a relative, (e.g. parent of a young child) for the health records of a living patient or an organization with a consent form.
3. **Request – Organisation for records with consent** – This form is to be used by organisations, such as solicitors, police, private health companies, insurers etc. to request health records. A consent form signed within the last 3 months by the patient will be required.
4. **Request – Organisation for records when no consent is required** – Application from an organisation for patient health records which do not require consent, such as courts, coroner etc.
5. **Request – Executor for deceased patient health records** – Application by an Executor of an estate for the health records of a deceased patient.
6. **Request – Non-executor for deceased patient records** – Application by an individual for deceased patient records where the requester is not an Executor of the estate.

Complete each field listed, fields marked with a red * are mandatory. Click “Continue” at the end of each step.

File upload icons are provided in the forms for you to browse your computer, and select the relevant document(s).

Please note, the following file types are accepted when providing your documents -

.pdf, .tiff, .tif, .png, .bmp, .jpg, .jpeg,

If you receive this message from the webpage please try an alternative file type.



Click “Submit” to send in your request.

Once you have completed your application, a confirmation page will appear which will include your reference number. You will also receive an email to confirm your application, also with your referencenumber.

5. How to view the status of your request




The Manage Requests section allows you to see the status of your requests.

[Manage Requests](#)

Manage and view the status of your existing requests.

When you click the 'Manage Requests' link, you will see a list of your requests and, if you have more than one, you will be able to search for a request.

Requests are listed in columns, which are; the Type of application form used, the application Reference number, the Name of the patient, the date the request was Submitted and the current Status of the request, for example, if it has been completed or is currently active.

<p>If you have more than one request you will see these two buttons at the top of the listing. The first refreshes the list of applications and their status so you have the most up to date list.</p>	
<p>The second opens and closes the full screen view.</p>	
<p>A question mark next to a request means there is a message related to that request which you need to read and which, possibly, requires a reply. Please answer these questions as quickly as possible so as not to delay your request.</p>	

You will also receive an email if the Trust has sent you a message regarding your request. The sender will be "noreply@ams-sar.com". **We will never ask you for your password.**

You can either log into your portal area or, after going to the request, respond to the message or click the link in the email, then click "Login".

Enter the email address and password that you have created for your account.

Click "Sign in".

An alert will appear, stating there is a question that needs your attention.

Click "Click here".

The message will be displayed at the bottom of the page.

If the message is also asking you to upload a document, a square will appear. Click the square to browse your computer and select the relevant document(s).

Type your response in the box.

Click “Save” and your message will be sent to the Trust.

6. How to retrieve your documents after disclosure

When the Trust has completed your request, you will receive an email. Follow the instructions when you receive a message.

An alert will appear, stating your request has been completed and a message will be displayed at the bottom of the page. Click the message which will provide you with details regarding your request and any files that are attached.

To download the files individually, click “Download”. If there are multiple files you can also download them as a single “Zip” file’. To do this, click “Download all files in a Zip”.

The Trust advises that you download, save and store locally within 1 month.

Once downloaded you are responsible for the confidential, secure storage of the records, and, when they are no longer required, their secure disposal.

Your records will only be available to download for 30 days after you request has been completed, afterwards they will be deleted from the portal as per our retention policy.

If you fail to download them in time, then you will need to raise a second request.