

Access to Information



Access to Patient Information

To get a copy of your medical records, you will need to make a written request and include in the letter the following details:

- Family name
- First name
- Maiden name (if married)
- Date of birth
- Telephone number
- Current address
- Previous address if applicable
- Enough information to allow the hospital to find the medical records
- Details of the exact records requested

You must also include proof of identity (ID) by means of a photocopy of photographic ID, for example a passport, a driving license, or other official form of ID.

You should send your written request with the official documents to:

The Routine Access Administrator
Mater Misericordiae University Hospital
Eccles Street
Dublin 7

Telephone: 01 - 803 4311
Fax: 01 - 803 4777
Email: routineaccess@mater.ie



Access to Records of the Deceased (Personal Information)

When a patient dies, the next of kin, or other family members may ask for a copy of the patient's medical records.

The Freedom of Information (FOI) Department always deals with these requests, and will balance the patient's right to confidentiality with the right of another person to be given the information in the public interest.

You can download the official application form from the FOI section on the hospital website (www.mater.ie). The completed form, with proof of your relationship to the deceased person and proof of your own identity (for example a passport, a driving license) should be sent to:

**The Freedom of Information Department
Non-Corporate Requests
Mater Misericordiae University Hospital
Eccles Street
Dublin 7**

Telephone: 01 - 803 2983
Fax: 01 - 803 2938
Email: foi@mater.ie



Access to Corporate (Non Personal) Information

Requests for non-personal information should be made directly to the Office of the Chief Executive under the Freedom of Information Act by writing to:

**Office of the Chief Executive
Non-Corporate Freedom of Information Requests
Mater Misericordiae University Hospital
Eccles Street
Dublin 7**

Telephone: 01 - 803 2203
Fax: 01 - 803 4792
Email: ceoffice@mater.ie