

Letter 15

Notice in respect of health records – nomination of health practitioner – Section 30

Ref. No. : **Letterhead of institution**

Enquiries :

REQUEST FOR HEALTH RECORDS IN TERMS OF SECTION 30 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 OF 2000)

I refer to your request for access to particular record(s) of this institution of _____.

In terms of section 30 of the above-mentioned Act, the information officer must discuss the matter with a health practitioner who has been nominated by the requester before granting access to the requested record(s).

Since the record(s) that are requested fall within this category, you are requested to nominate a health practitioner who can discuss the requested health record(s) with me.

You must furnish the details of your nominated health practitioner to me by not later than _____ (date) to enable this institution to process your request. The particulars must be delivered or sent to the information officer of this institution:

Address: Delivered personally to : _____
Posted to : _____
Fax number : _____
E-mail address : _____

**DEPUTY INFORMATION OFFICER
DATE:**