

Consent Form

Before confidential information can be disclosed to a third party, this form needs to be completed and returned by the Patient/Service User (for all adults and children who are 18 and below, where consent can be provided) or their Next of Kin (NoK), if the Patient/Service User is unable to give their consent.

Section 1 – Patient/Service User’s Details (PLEASE PRINT)	
Title	
Name	
Address	
Telephone Number	
Email Address	
Date of Birth	
Case Reference, if known	
Section 2 – Details of the person information is to be shared with (PLEASE PRINT)	
Title	
Name	
Address	
Telephone Number	
Email Address	
Relationship to patient	
Section 3 - Statement by the Patient/Service User or the NoK, where Patient/Service User is unable to consent. Please tick A (Patient/Service User) or B (NoK) as appropriate.	
<p>A - I am aware the person detailed in Section 2 has requested a response from NHS Fife, which requires the review and disclosure of my personal details (i.e. name, address(es), email address), details of a complaint I have made to NHS Fife and confidential information relating to my healthcare. Accordingly, I hereby give my consent for the disclosure of this information for the purposes of replying to a complaint.</p>	
Patient’s signature	Date
<p>B - I am the Patient/Service User’s NoK. They are unable to give consent.</p>	
NoK Name (PLEASE PRINT)	
NoK Signature	Date
Relationship to Patient	
Reason Patient/Service User cannot provide consent	
Please enclose a copy of the Welfare Power of Attorney or Guardianship if relevant.	

NHS Fife provides accessible communication in a variety of formats including for people who are speakers of community languages, who require Easy Read versions, who speak BSL, read Braille or use Audio formats.

NHS Fife SMS text service number 07805800005 is available for people who have a hearing or speech impairment.

To find out more about accessible formats contact:

fife.EqualityandHumanRights@nhs.scot

or phone 01592 729130

Please return to: NHS Fife Patient Experience, Level 8, Phase 2, Victoria Hospital, Hayfield Road, Kirkcaldy, Fife, KY2 5AH or by email to fife.patientexperience@nhs.scot