

NHS Grampian Archives

Guide to Using Hospital Admission Registers

This guide sets out how admission registers be used in different kinds of research, including academic, family history, and local history.

**NHS Grampian Archives
2015**

NHS Grampian Archives
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Using hospital admission registers for research

Hospital admission registers can be used in a variety of ways to help you in your research. They are full of patient information, and a lot of information can be gleaned from them.

Hospital admission registers survive for a number of different hospitals within NHS Grampian Archives collections. The best way to find out what has survived is to search our online catalogue.

Visit calms.abdn.ac.uk and select 'Manuscripts and Archives Catalogue' from the list. Once you are on the main search screen, you can narrow down results to show only those records which are held within NHS Grampian Archives by selecting 'GB 1105 NHS Grampian Archives' from the Collection drop down menu as shown:

Collection	<input type="text"/>
Any Text	<input type="text"/>
Ref No	<input type="text"/>
Title	<input type="text"/>
Date	<input type="text"/>
Level	<input type="text"/>
<input type="button" value="Search the Archives"/>	

Please note that not all hospital admission registers will be called this in the catalogue – they may also be known as the following:

Admission and Discharge registers

Registers of Admissions

Register of Patients

Register of Operations

Please note this is not an exhaustive list

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If you know which hospital you are wanting to find out about, it can sometimes be better to search for that and then decide if any of the records listed may be of interest to you.

A list of the different hospitals, institutions, and administrative organisations for which NHS Grampian Archives hold records for can be found by visiting the '[What We Hold](#)' section on our website. Clicking on the links on that page will then take you to the main catalogue entry for that hospital, institution or organisation.

If you are unable to find what you think may be a relevant record for your research, please email grampian.archives@nhs.net for further guidance. Not all records are listed on the online catalogue, and this includes some admission registers which are still within closure periods under the Data Protection Act (1998). For further information on how the Data Protection Act may apply to records you are interested in, please see our separate factsheet.

Once you have found the relevant admission register, you will see a description of the information typically found within that volume – this will help you decide if it may contain the information you are looking for. This will typically be the following:

Patient's name

Date of Admission

Usual Residence (sometimes this will be an area, sometimes an actual address)

Age

Reason for Admittance

Outcome

Please note this is not an exhaustive list

If the record you are interested in is outside the closure periods under the Data Protection Act (75 years for adult patient records, 100 years for minor patient records) you can then either make an appointment to view the records at NHS Grampian Archives. The records can be viewed in the Wolfson Reading Room within the Special Collections Centre at the Sir Duncan Rice Library on the University of Aberdeen's Old Aberdeen campus. Further information on visiting the Wolfson Reading Room can be found on our '[Services and Access](#)' pages on our website. Please note that all readers must apply for a University of Aberdeen Library Access Card which requires photographic identification to be shown.

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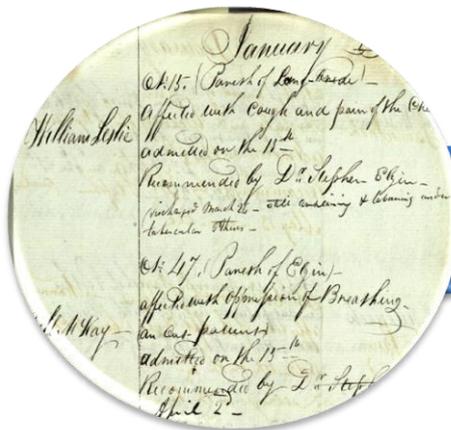
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NHS Grampian Archives

If you are unable to visit NHS Grampian Archives in person, please email grampian.archives@nhs.net for further guidance.

If the records you are interested in are within the closure periods under the Data Protection Act, you may still be able to apply for access to these. More information on how to go about this can be found on our [Data Protection factsheet](#).



Example of admission register from
January 1819 for Dr Gray's Hospital,
Elgin (GRHB 45/2/1)

If you have any questions about the information found in this guide, please email grampian.archives@nhs.net