

PRIVACY POLICY AND CONSENT TO COLLECT PERSONAL INFORMATION

NAME OF PATIENT:

It is necessary for us to collect personal information from patients and sometimes others associated with their health care in order to provide for the highest quality health care, and for associated administrative purposes.

Health information is 'sensitive information' for the purposes of privacy legislation**. This means that your consent is sought to collect health information that is necessary to make an accurate medical diagnosis, prescribe appropriate treatment and to be proactive in your or your dependent's health care.

USE AND DISCLOSURE:

A patient's personal health information is used or disclosed by this practice for purposes directly related to their health care. This includes:

- Administrative purposes in running our medical practice
- Provision of information to Medicare or private health funds for billing and medical rebate purposes, in compliance with Medicare and Health Insurance Commission (Medicare Australia) requirements .
- Sharing information with other health care providers outside of this practice who are involved in your health care. This includes referrals for pathology tests, radiology, other specialists and allied health professionals, and reports to your general practitioner.
- Professional accreditation, quality assessments, and clinical auditing.
- Disclosure of information about a patient to fulfil a medical indemnity insurance obligation.

In addition there are circumstances when information may have to be disclosed without patient consent, such as:

- Emergency situations.
- Legal requirements to disclose information for public interest reasons (eg. mandatory reporting of some communicable diseases).

On occasion we will collect clinical photographs or videos either directly related to your presenting problem, or of x-rays or scans related to your presenting problem. These images can be of great assistance in diagnosing and monitoring certain conditions. Such images are stored either on film or digitally, and form part of the clinical record. Depersonalized images may be used for the purpose of teaching of other health professionals, medical presentations at conferences, research and publications. Where we do so, we would not present or publish images in any way that would allow your identification.

DATA SECURITY AND ACCESS:

The storage, use and, where necessary, transfer of personal health information will be undertaken in a secure manner that protects patient privacy.

On request this practice will let patients know, generally, what sort of personal information we hold, for what purposes, and how we collect, hold, use and disclose that information.

Patients may request access to their personal health information held by this practice.

- Where necessary, patients will be given the opportunity to amend any personal information held that is incorrect.
- There are some circumstances in which access may be legitimately withheld, and in these cases reasons for denying access will be explained.
- This practice acknowledges the right of children to privacy of their health information. Based on the professional judgment of the doctor and consistent with the law, it might at times be necessary to restrict access to personal health information by parents or guardians.

I have read the information above and consent to the collection and use of my and/or my dependent's personal information by this practice, for the purposes set out above, subject to any limitations on access or disclosure of which I may notify this practice.

I understand that I am not obliged to provide any information requested of me, but that doing so might compromise the quality of the health care and treatment given to me or my dependent.

I understand that if my information is to be used for any purpose other than set out above, my further consent will be obtained.

NAME: **SIGNED:** **DATE:** / /