

Privacy Policy and Collection Statement

All patient information is private and confidentiality of patient information is maintained at all times.

All information collected by this practice in providing a health service is deemed to be private and confidential.

Lowndes Street Clinic complies with Federal and State privacy regulations including the privacy act (1998), the Privacy Amendment (Privacy Sector) Act (2000) and Victoria Health Records Act (2001) as well as the standards set out in the RACG Handbook for the Management of Health Information in Private Medical Practice 1st Edition (2002).

Patient Medical Records are medico-legal documents. Patient Information cannot be disclosed to the families of patients or any other party unless the patient or their authorised representative has given consent (in writing if applicable).

Each patient has the right to access their personal information kept by the practice; in accordance with the Commonwealth Privacy Act (1998) and Privacy Amendment (Private Sector) Act (2002).

A signed request form is available from reception staff.

All medical records and other files containing patient details are stored so that access is restricted to practice staff (doctors, nurse and reception staff only).

If medical records are requested as part of a subpoena/court order/coroner/search warrant, it is the requirement by law to supply records as required.

Privacy Notice for Patients

Your **Personal Health Information** and your **Medical Record** may be collected, used and disclosed for the following reasons:

- For communicating relevant information with other treating doctors, specialists or allied health professionals
- For follow up reminder/recall notices by telephone and/or mail
- For National/State or Territory registers (eg Immunisation data)
- For State/Territory reminder systems (eg cervical screening – pap smears reminders or familiar cancer registries)
- Accounting/Medicare/Health Insurance procedures
- Quality Assurance activities such as accreditation
- For disease notification as required by law (eg infectious diseases)

- For use by all doctors in this group practice when consulting with you
- For legal related disclosure as required by a court of law (eg subpoena, court order, suspected child abuse)
- For research purposes (de-identified, meaning you are not able to be identified from the information given)

If you have any concerns or wish to restrict access to your personal health information, please discuss these with your doctor or receptionist. This practice adheres to principles of the RACGP Handbook for the Management of Health Information in Private Medical Practice and has a written policy, which is available to all patients for inspection.