

SAPPHIRE COAST MEDICAL PRACTICE

INFORMATION HANDLING PROCEDURES

Sapphire Coast Medical Practice Staff are committed to providing quality health care for their patients. As a fundamental part of this commitment, Principals and Staff of the Practice recognise the importance of ensuring that our patients are fully informed and involved in their health care.

Sapphire Coast Medical Practice, as a health provider in the private sector, is bound by the Australian Privacy Principles. These principles set the standards by which we handle personal information collected from our patients. A copy of these Principles is available for inspection at the reception desk.

As part of our commitment to providing quality health care it is necessary for us to maintain files pertaining to your health in an electronic record. The files contain the following types of information:

- personal details (your name, address, date of birth, Medicare number)
- your medical history
- notes made during the course of medical consultations
- referrals to other health service providers
- results and reports received from other health service providers.

The information held about you is provided by you or arises as a consequence of information provided by you.

By attending this Practice you are giving consent for this information to be used for your medical treatment.

De-identified clinical information may also be used by the Practice for Practice performance, assessment and research studies.

Your medical record is handled, according to the Australian Privacy Principles, with the utmost respect for your privacy. The record will be accessed by your medical practitioner, and when necessary, for example in the absence of your usual medical practitioner, by other medical practitioners in the Practice. It may also be necessary for our Staff to access your file from time to time to address the administrative requirements of running a medical practice.

Our Staff are bound by strict confidentiality requirements as a condition of employment regarding your medical records.

Ordinarily we will not release the contents of your medical file without your consent. However, we advise that there may be occasions where we will be required to release the details of your file irrespective of whether your consent to the disclosure of the information is given. This will occur where the law requires disclosure, such as pursuant to a subpoena.

We advise that as a patient of this Practice you have rights of access to any information we hold concerning you. Should you wish to access this information we refer you to our handout entitled “**ACCESSING YOUR MEDICAL RECORD**”.