



# AUSTRALIAN PRIVACY PRINCIPLES PATIENT CONSENT TO COLLECT & DISCLOSE INFORMATION

The **Privacy Act 1988** requires medical practitioners to obtain consent from their patients to collect, use and disclose that patient's personal information.

## Collection

This means we will collect information that is necessary to properly advise and treat you. Such necessary information may include:

- Full medical history.
- Family medical history.
- Ethnicity.
- Contact details.
- Medicare / private health fund details.
- Genetic information.
- Billing / account details.

The information will normally be collected directly from you. There may be occasions when we will need to obtain information from other sources, for example:

- Other medical practitioners, such as former GPs and specialists.
- Other health care providers, such as physiotherapists, occupational therapists, psychologists, pharmacists, dentists, nurses.
- Hospitals and day surgery units.

Both our practice staff and the medical practitioners may participate in the collection of this information. In emergency situations we may need to collect personal information from relatives or other sources where we are unable to obtain your prior express consent.

## **Use & Disclosure**

With your consent, the practice staff will use and disclose your information for purposes such as:

- Account keeping and billing purposes.
- Referral to another medical practitioner or health care provider.
- Sending of specimens, such as blood samples or pap smears, for analysis.
- Referral to a hospital for treatment and/or advice.
- Advice on treatment options.
- The management of our practice.
- Quality assurance, practice accreditation and complaint handling.
- To meet with our obligations of notification to our medical defence organisations or insurers.
- To prevent or lessen a serious threat to an individual's life, health or safety.
- Where legally required to do so, such as producing records to court, mandatory reporting of child abuse or the notification of diagnosis of certain communicable diseases.
- Collation of information required by statutory and government bodies such as theDepartment of Health, National Perinatal Statistics Unit (NPSU), Reproductive Technology Accreditation Committee (RTAC) and the National Association of Testing Authorities Australia (NATA).
- As part of our regulatory obligations, PIVET Medical Centre is required to send a summary of each treatment cycle to the University of New South Wales (Sydney) for inclusion in the Australian and New Zealand Assisted Reproduction Database (ANZARD) held at the University. The data will be used for national statistical reporting, regulatory review and population based research. The privacy of data in the ANZARD data is governed by the Privacy Act 1988 (Commonwealth), and it's various amendments.
- De-identified data may also be used for population based research in scholarly journals.
- RTAC wish to advise that their members have signed a confidentiality agreement and that they could be viewing patient files during inspections.
- Under the Human Reproductive Technology Act 1991 (HRT Act) some participant information is forwarded to
  the Reproductive Technology Register (RT) located at the Department of Health. The Registers are kept for the
  purpose of monitoring and evaluating the procedures undertaken and there is no publication of information that
  identifies any individual

## Access

You are entitled to access your own health records convenient to both yourself and the practice.

# Access can be denied where:

- To provide access would create a serious threat to life or health.
- There is a legal impediment to access.
- The access would unreasonably impact on the privacy of another.

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- Your request is frivolous.
- The information relates to anticipated or actual legal proceedings and you would not be entitled to access the information in those proceedings.
- In the interests of national security.

## Access can be approved when:

- PIVET's 'Request to Release Medical Information Consent Form' has been correctly completed and signed by the patient(s).
- Photo ID is provided, unless already on file.
- We may impose a charge for photocopying or for staff time involved in processing your request.

**Please note:** results will not be released until these have been discussed at a consultation with your Specialist at PIVET Medical Centre.

Where you dispute the accuracy of the information we have recorded, you are entitled to correct that information. It is our practice policy that we will take all steps to record all of your corrections, and place them with your file but will not erase the original record.

#### Letters

PIVET will forward copies of your doctor's letters to your nominated referring doctor.

**Please note:** if you do not wish for this to occur, you will be required to present to PIVET with a referral from a doctor of your preference. Until you provide us with such referral, <u>all correspondence</u> will continue being sent to your current referring doctor

## Interpreting Services

If interpreting is required during your consultations or procedures please inform administration as well as your preferred language. We will arrange an interpreter on your behalf by utilising a company named Tis National.

#### Consent

- I provide my consent for PIVET Medical Centre to collect, use and disclose my personal information as outlined above.
- I consent for PIVET to arrange an interpreter from Tis National on my behalf when required.
- I understand that I am entitled to access my own health records except where access would be denied as outlined
  above.
- I understand that I may withdraw my consent as to use and disclosure of my personal information (except when legal obligations must be met).

NAME:			_	
(Please Print) Patient			Partner	
SIGNED:	DATE:	SIGNED:		_ DATE:
Rights and Responsibilities  I have read and understand my rights and responsibilities.				
SIGNED:	DATE:	SIGNED:		DATE:

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