

FOR MEDICAL RECORD USE ONLY
- MEDICAL RECORD COPY -

FACILITY: The Sutherland Hospital

APPLICATION TO ACCESS PERSONAL
HEALTH INFORMATION



Health
South Eastern Sydney
Local Health District

CLIENT / PATIENT DETAILS

Surname (Family Name) Title (Mr/s)
Given Names Date of birth
Residential Address
..... Postcode
Phone No./ Mobile..... Email

APPLICATION DETAILS (IF NOT CLIENT/PATIENT)

Surname (Family Name) Title (Mr/s)
Given Names Date of birth
Residential Address
..... Postcode
Phone No./ Mobile..... Email

Relationship of applicant to client/patient.....

- If the client / patient is under 16 years, parent or guardian authorisation must be obtained.
- If you are parent/legal guardian, is there a current parenting order [] No [] Yes. If yes, please attach a copy of the order.
- If you are requesting documents relating to the personal affairs of another person, on their behalf, they must give consent. Note: ID is required from both the patient/client and the applicant.
- In the event that the client / patient is deceased – do not complete this form – please apply under the Government Information Privacy Act (GIPA) – please request the appropriate form.
- If you are the patient/client's legal guardian a copy of the guardianship order and/or relevant documentation is required.
- Proof of relationship may be required in some circumstances.

CONSENT (if applicable)

I, authorise.....
Client/Patient/Parent/Guardian *Facility*
to release personal health information relating to..... to.....
Name of Client/Patient *Name of Applicant*

I understand that the information I authorise to be released may be classed as sensitive (according to 15.9 NSW Health Privacy Manual v2 and Section 17 Public Health Act 1991) and may include information related to HIV/AIDS, sexual assault, sexual health, drug & alcohol, mental health, aboriginal health, adoption, genetics and organ/tissue donor identification.

Client/Patient/Parent/Guardian Signature: Date:

IDENTIFICATION

Two forms of identification (ID) from the list below are required preferably photo ID and at least one with a signature.

Please tick the appropriate box to indicate the identification provided.

- | | | |
|--|---|--|
| <input type="checkbox"/> Medicare Card | <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Utility Bills |
| <input type="checkbox"/> Current Drivers Licence (photo) | <input type="checkbox"/> Passport (photo) | <input type="checkbox"/> Tertiary Education ID (photo) |
| <input type="checkbox"/> Pension/Health Care Card | <input type="checkbox"/> Certificate of Citizenship | <input type="checkbox"/> Credit/Debit Card |
| <input type="checkbox"/> Employment ID (photo) | <input type="checkbox"/> Membership card (<i>union or trade, professional bodies, educational institutions</i>) | |
| <input type="checkbox"/> Other - <i>please specify</i> : | | |

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DETAILS OF REQUEST, FEES, CHARGES AND PAYMENT

Under the NSW Health Department Policy Directive PD2006_050 and Information Bulletin IB2019_036, the application fee for the information requested is stipulated below.

Please tick the appropriate box to indicate the information/documents you would like to request:

Information Requested (Tick One)	Fees and Conditions (includes GST)
<input type="checkbox"/> Search fee for copy of medical records (<i>under the Health Records & Information Privacy Act 2002</i>)	\$33.00 up to 80 pages Plus photocopying/scanning fee of 45 cents per page in excess of 80 pages.
<input type="checkbox"/> Viewing of medical records	Free
<input type="checkbox"/> Discharge Summary	Free however retrieval costs may apply in some instances.
<input type="checkbox"/> Date of Attendance Letter	Free
<input type="checkbox"/> Confirmation of Birth Letter Mother's Name..... Mother's DOB.....	\$33.00

Date/s or period of attendance for which records are required.....

Describe clearly the documents required

I require a copy of the documents – Select one option from the list below -

- To be collected from Medical Records Dept. Name of person collecting
- To be posted to:
- To be sent electronically:

Please call St George Hospital Cashier's office on 02 9540 7257 to make payment over the phone using VISA or Mastercard.

SIGNATURE..... **DATE**.....

INFORMATION FOR APPLICANTS

- Please try to provide as much detail as you can to help us identify the documents you want.
- We aim to process your request within 21 working days of receipt in the Clinical Information Service on the condition that the required information and fees have been received.
- If information contained in the record is deemed to be sensitive, you may be asked to nominate a treating Health Professional who will review the records with you.

FOR FURTHER INFORMATION please contact the Medico legal Clerk on 02 9540 7156

PLEASE SEND THIS FORM AND FEE TO:

**Medico Legal, Clinical Information Service
The Sutherland Hospital
Kareena Road, Caringbah NSW 2229**

**OR email to
SESLHD-TSH-ClinicalInformation@health.nsw.gov.au**

OFFICE USE ONLY

Date Received: Proposed due date:..... Receipt No:.....

MRN:..... Processed By:..... ID Obtained: Yes No

Date Completed :