PATIENT DETAILS FORM

TITLE: Mr. Mrs. Ms Miss Mast Dr **Gender**: M / F / Other **Date of Birth:**_____

Last Name:_____ **Given Names**:_____

Street Address:_____

Suburb:_____**Postcode**:_____

Home Phone No: _____ **Work Phone No:** _____

Mobile No: _____ **Email**:_____

Cultural Group? _____ **Place of Birth**:_____

Are you of Aboriginal or Torres Strait Islander origin? ☐ No

☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Both, Aboriginal &Torres Strait Islander

Medicare Card Number:_____ **Ref**:_____ **Expiry date**:_____

Health Care Card / Pension Card No:_____ **Expiry date**:_____

DVA Card No- White / Gold: _____ **Expiry date**:_____

Next-of-Kin: _____ **Relationship**: _____ **Phone No**:_____

Emergency Contact: _____ **Relationship**: _____ **Phone No**:_____

Reminder System: Our practice provides patients with preventative care and early case detection reminders, eg immunisations, annual health checks, skin checks and pap Cervical Screening.

Do you wish to have relevant health reminders sent to you? ☐ Yes ☐ No

Are you happy to receive reminders of an appointment as a text message? ☐ Yes ☐ No

What is your preferred method of contact? ☐ Phone ☐ Mail ☐ Email

PRIVACY POLICY:

I, _____(print name) have read the attached privacy policy information sheet displayed at reception. I give my permission for my personal health information to be collected, used and disclosed as described in the policy. I understand only my relevant personal health information will be provided to allow the above actions to be undertaken and I am free to withdraw, alter or restrict my consent at any time by notifying this practice in writing.

Signed:_____**Date**:_____

PATIENT CONSENT:

I authorise the following person to collect information for me (scripts, referrals etc)

Full Name:_____ **Relationship**:_____

Signed:_____ **Date**:_____

Staff Member to sign – completed by _____**Date:**_____

Health Information Collection, Use and Disclosure Patient Consent Form

Dear Patient,

This general practice collects information from you for the primary purpose of providing quality health care. We require you to provide us with your personal details and a full medical history so that we may properly assess, diagnose and treat illnesses and medical conditions, ensuring we are proactive in your health care. To enable ongoing care, and in keeping with the *Privacy Act 1988* and *Australian Privacy Principles*, we wish to provide you with sufficient information on how your personal information may be used or disclosed; we will record your consent or restrictions to this consent.

Your personal information will only be used for the purposes for which it was collected or as otherwise permitted by law, and we respect your right to determine how your information is used or disclosed.

The information we collect may be collected by a number of different methods, and may include, but not limited to: medical test results, notes from consultations, Medicare details, data collected from observations and conversations with you, and details obtained from other health care providers (e.g. specialist correspondence).

By signing below, you (as a patient/parent/guardian) are consenting to the collection of your personal information, and that it may be used or disclosed by the practice for the following purposes:

- Administrative purposes in the operation of our general practice.
- Billing purposes, including compliance with Medicare requirements.
- Follow-up reminder/recall notices for treatment and preventative healthcare, frequently issued by SMS or email.
- Disclosure to others involved in your health care, including treating doctors and specialists outside this medical practice. This may occur through referral to other doctors, or for medical tests and in the reports or results returned to us following the referrals.
- Accreditation and quality assurance activities to improve individual and community health care and practice management.
- For legal related disclosure as required by a court of law.
- For the purposes of research only where de-identified information is used.
- To allow medical students and staff to participate in medical training/teaching using only de-identified information.
- To comply with any legislative or regulatory requirements, e.g. notifiable diseases.
- For use when seeking treatment by other doctors in this practice.

At all times we are required to ensure your details are treated with the utmost confidentiality. Your records are very important and we will take all steps necessary to ensure they remain confidential.

Health Information Collection, Use and Disclosure
Patient Consent Form

Please complete the form below if you understand and agree to the following statements in relation to our use, collection, privacy and disclosure of your patient information.

Consent

I, _____ have read the information above and understand the reasons why my information must be collected, and the purposes for which my information may be used or disclosed. I understand that if my information is to be used for any purpose other than that set out above, my further consent will be obtained.

I, _____ give permission for my personal information to be collected, used and disclosed as described above, including contact via SMS to my mobile phone number or email address. I understand that only my relevant personal information will be provided to allow the above actions to be undertaken and I am free to withdraw, alter or restrict my consent at any time by notifying this practice in writing.

Patient name: (please print) _____

Signature: _____ Date: _____

If not patient signing - your name (please print) _____

Your relationship to patient (e.g. Mother, Father, guardian) _____

PRACTICE USE ONLY:

Witnessed by: (staff signature) _____

Witnessed by: (staff name) _____