

Western Cardiology

POSTAL ADDRESS
P.O. Box 312
WEMBLEY WA 6913
Email: info@westerncardiology.com.au

Ph: (08) 9346 9300

PATIENT INFORMATION SHEET

SURNAME _____ TITLE _____ DOB _____

GIVEN NAMES (As shown on Medicare Card) _____

KNOWN AS _____ EMAIL _____

ADDRESS _____

SUBURB _____ POSTCODE _____

TEL. No. (Home) _____ (Work) _____

(Mobile) _____ PERTH No (Country Patients Only) _____

NEXT OF KIN _____ CONTACT No. _____

RELATIONSHIP _____

Consent for contact via SMS for appointment and recall reminders YES NO

PRIVATE HEALTH INSURANCE? YES NO

• Fund Name _____ Membership No. _____

• Hospital Cover? YES NO

MEMBER FOR LONGER THAN 12 MONTHS? YES NO

ARE THERE EXCLUSIONS FOR CARDIAC PROCEDURES? YES NO

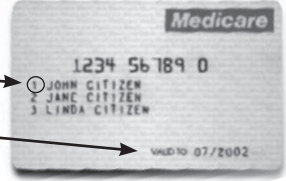
It is your responsibility to consult with your private health insurer if you are not sure of your level of cover.

MEDICARE NO. - - -

Individual patient number
(to the left of the name on card)

VALID TO

Valid date on card



DVA GOLD CARD _____ EXPIRY _____

PENSION CARD No. _____ EXPIRY _____ PENSION TYPE _____
(excluding Seniors card)

HEALTH CARE CARD No. _____ EXPIRY _____ TYPE _____
(excluding Seniors card)

REFERRING PRACTITIONER _____ Specialist GP

DATE OF REFERRAL _____ SUBURB _____

GENERAL PRACTITIONER _____ SUBURB _____
(if not referring practitioner)

Is this visit for Insurance / Employment purposes? YES NO

If YES, please indicate below who is responsible for payment of account.

Account Name _____

Address _____



ALL ACCOUNTS ARE THE RESPONSIBILITY OF THE PATIENT
IMPORTANT: *Payment in full is required at the time of service at Subiaco, Applecross, Duncraig, Joondalup, Midland, Mt Lawley and Kalgoorlie; if the service is at another centre you will be sent an invoice for payment.*
Accounts not paid in full within 30 days will be forwarded to Austral Debt Collection services.
I provide consent for messages to be left with immediate family members/defacto partners/carers (e.g. appointment confirmation).

Patient's Signature: _____ Date: _____

Western Cardiology Privacy Policy 2014

Introduction

Western Cardiology is committed to protecting the privacy of patient information and to handling your personal information in a responsible manner in accordance with the Privacy Act 1988, the Privacy Amendment (Enhancing Privacy Protection) Act 2012, the Australian Privacy Principles and relevant State and Territory privacy legislation (referred to as privacy legislation).

This Privacy Policy explains how we collect, use and disclose your personal information, how you may access that information and how you may seek the correction of any information. It also explains how you may make a complaint about a breach of privacy legislation.

This Privacy Policy is current from April 1st 2014. From time to time we may make changes to our policy, processes and systems in relation to how we handle your personal information. We will update this Privacy Policy to reflect any changes. Those changes will be available on our website and in the practice.

Collection

We collect information that is necessary and relevant to provide you with medical care and treatment, and manage our medical practice. This information may include your name, address, date of birth, gender, health information, family history, credit card and direct debit details and contact details. This information may be stored on our computer medical records system and/or in hand written medical records.

Wherever practicable we will only collect information from you personally. However, we may also need to collect information from other sources such as your general practitioner, treating specialists, radiologists, pathologists, hospitals and other health care providers.

We collect information in various ways, such as over the phone or in writing, in person in our Western Cardiology clinics or over the internet if you transact with us online. This information may be collected by medical and non-medical staff.

In emergency situations we may also need to collect information from your relatives or friends.

We may be required by law to retain medical records for certain periods of time depending on your age at the time we provide services.

Use & Disclosure

We will treat your personal information as strictly private and confidential. We will only use or disclose it for purposes directly related to your care and treatment, or in ways that you would reasonably expect that we may use it for your ongoing care and treatment. For example, the disclosure of test results to other treating specialists or requests for x-rays.

There are circumstances where we may be permitted or required by law to disclose your personal information to third parties. For example, to Medicare, Police, insurers, solicitors, government regulatory bodies, tribunals, courts of law, hospitals or debt collection agencies. We may also from time to time provide statistical data to third parties for medical research purposes.

We may disclose information about you to outside contractors to carry out activities on our behalf, such as IT service providers, solicitor or debt collection agent. We impose security and confidentiality requirements on how they handle your personal information. Outside contractors are required not to use information about you for any purpose except for those activities we have asked them to perform.

Data Quality and Security

We will take reasonable steps to ensure that your personal information is accurate, complete, up to date and relevant. For this purpose our staff may ask you to confirm that your contact details are correct when you attend for a test or consultation. We request that you let us know if any of the information we hold about you is incorrect or out of date.

Personal information that we hold is protected by:

- Securing our premises
- Placing passwords and varying access levels on databases to limit access and protect electronic information from unauthorised interference, access, modification and disclosure; and
- Providing locked rooms for the storage of physical records.

Corrections

If you believe that the information we have about you is not accurate, complete or up-to-date, we ask that you contact us in writing (see details below)

Access

You are entitled to access your medical records. We request that this is put in writing and will we respond to it within a reasonable time.

There may be a fee for the administrative costs of retrieving and providing you with copies of your medical records.

We may deny access to your medical records in certain circumstances permitted by law, for example if disclosure may cause a serious threat to your health or safety. We will always tell you why access is denied and the options you have to respond to our decision.

Complaints

If you have a complaint about the privacy of your personal information, we request that you contact us in writing. Upon receipt of a complaint we will consider the details and attempt to resolve it in accordance with our complaints handling procedures.

If you are dissatisfied with our handling of a complaint or the outcome you may make an application to the Australian Information Commissioner in your State.

Overseas Transfer of Data

We will not transfer your personal information to an overseas recipient unless we have your consent or required to do so by law.

Contact

Please direct any queries, complaints or requests for access to medical records to:

**The Practice Manager
Western Cardiology
PO BOX 312, Wembley WA 6913**