

(Practice letterhead)

Medical Records Access Form

Personal Details

Surname: **Given Name/s:**

Address:
.....

Suburb: **Post code:**

Home Tel: **Work Tel:**

You will be contacted on when your records are available for access.

If you would like the surgery to leave this message with another household member please specify their details

Under the Federal Privacy Act patients are only permitted access to medical information, which was processed on or after the 21st December 2001.

This practice permits access to records previous to 21/12/2001. ***(Practices are NOT legally obligated to do so PLEASE REMOVE THE ABOVE STATEMENT IF YOU DO NOT WISH TO GIVE PERMISSION).***

Access to medical records will be granted following a 21day preparation period commencing once the request for access is lodged.

Please specify how you wish to access your medical records:

- ☐ Sit for viewing with a General Practitioner ☐ or Supervisor ☐
☐ Obtain a photocopy

Please specify the degree of access required below:

- ☐ Specific date/s
☐ Specific issue/s
☐ From ____ / ____ / ____ to ____ / ____ / ____
☐ Entire medical record

I understand the charges listed on the reverse side and will pay a deposit of \$10.00 *(up to practice)*** to request the medical records (this amount will be subtracted from the total when access is granted).**

Signed: **Date:**

Payment Schedule Guide

Please note the fees listed below do not qualify for a Medicare rebate and GST must be added.

Service: Accessing and collating the medical record.

Fee: Up to \$20.00 (maximum fee) *If document is held off-site \$10.00 extra can be charged.*

Service: Viewing of medical records with no explanation of contents. Patient has the opportunity to take notes of the contents.

Fee: \$5.00 per quarter hour (maximum fee)

Service: Viewing of medical records with an explanation of contents.

Fee: **\$CONSULTATION FEE** (no maximum fee – GP may charge a fee that does not exceed the set amount of a standard consultation)

Service: Receiving a copy of the medical records.

Fee: \$0.20 per page (If a copy is in the form of black and white A4 pages)

Service: Receiving an accurate summary of the medical record. If an accurate health summary does not exist before the request is made, an amount calculated by reference to the time taken to prepare the accurate summary based on the usual fee of the GP for a consultation of a comparable duration may be charged.

Fee: Up to \$80.00 (maximum fee)

Service: Provision of health information to another health provider.

Fee: \$0.20 per page (If a copy is in the form of black and white A4 pages)

Service: Provision of an accurate summary of the medical record to another health service provider. If an accurate health summary does not exist before the request is made, an amount calculated by reference to the time taken to prepare the accurate summary based on the usual fee of the GP for a consultation of a comparable duration may be charged.

Fee: \$80.00 (maximum fee)

The fee schedule listed above was taken from the Draft Proposals for Health Records Regulations. The fees listed may be subject to change.