

If you have any questions  
about the information in this  
brochure, please speak to staff  
at your earliest convenience.

Your privacy is important to us.

#### CLINIC OPENING HOURS

Monday - Friday 8.00am to 8.00pm

Saturday - 8.00 to 6.00pm

Sunday and Public Holidays - Closed

An appointment can be made by phoning  
**08 8582 2855.**



29 McGilton Road, Berri SA 5343  
Phone: 8582 2855  
Fax: 8582 3413  
Email: [Info@berrimedical.com.au](mailto:Info@berrimedical.com.au)

#### BERRI MEDICAL CLINIC

## Clinic Privacy Policy

*Your privacy is important to us.*



# Clinic Privacy Policy

## THE PRIVACY AMENDMENT

### PRIVATE SECTOR ACT 2000

The Australian Privacy Principles (APP's) are a set of privacy principles that regulate the handling of personal information by both Australian Government Agencies and businesses.

The 13 APP's are:

1. Open and Transparent Management of Personal Information
2. Anonymity and Pseudonymity
3. Collection of Solicited Personal Information
4. Dealing with Unsolicited Personal Information
5. Notification of the Collection of Personal Information
6. Use or Disclosure of Personal Information
7. Direct Marketing
8. Cross Border Disclosure of Personal Information
9. Adoption, Use or Disclosure of Government Related Identifiers
10. Quality of Personal Information
11. Security of Personal Information
12. Access to Personal Information
13. Correction of Personal Information

### Consideration of Personal Information (APP's 1 & 2)

Staff receive intensive training on the management of your personal information. We have policies and procedures in place to protect your information, especially in regard to who has access to it.

Giving a patient the best possible treatment for their presentation relies on them identifying themselves accurately. We use patient Identifiers as recommended by the Royal Australian College of General Practitioners (RACGP) standards for general practice. This is essential in relation to further referral, pathology testing and billing for services. If you would like more information on the type of personal information and how we hold, collect, use and disclose information, please ask your doctor or the Practice Manager.

### Collection of Personal Information (APP's 3,4 & 5)

It is necessary for us to collect personal information from you in order to attend to your health needs and for administration purposes.

Your personal health information is sensitive information. This means that generally your consent will be sought to collect health information that is necessary to make an accurate diagnosis, provide appropriate treatment and preventative health care.

### Dealing With Personal Information (App's 6,7,8 & 9)

Your personal health information is used or disclosed only for the purposes directly related to your health providers who are involved with your care. There may be some circumstances when information may be disclosed without patient consent. These include:

1. Emergencies
2. Providing Medicare, IMVS, Healthscope, Medical Imaging, Private Health Funds, Workcover, DTEI with Information for billing and rebate purposes.
3. By law, doctors are sometimes required to disclose information for the public interest e.g. mandatory reporting of communicable diseases.
4. It may be necessary to disclose your personal information to fulfill medical indemnity insurance obligations.
5. Staff appropriate to their role are trained in Mandated Notification and such reports will be made when needed.
6. Your details, medical records and consultations within Berri Medical Clinic are kept strictly confidential. Generally your health information is only accessed by authorized personnel and will not be released without your written permission. Only de-identified data may be used for reporting and researches purposes.
7. Your privacy is protected nationally by privacy laws. Berri Medical Clinic will take steps to protect patient privacy if information is to be sent to another health provider, but only with your consent.

### Integrity of Personal Information (APP's 10 & 11)

Your personal health information is securely stored and only accessed when necessary for your care. Your consent is required when transferring to another practice. Your new doctor will arrange this with you.

Your records are held for a minimum of 10 years (for adults) from the date of the last consultation or to the age of 25 years (for minors).

Berri Medical Clinic will maintain a full, accurate and up to date health summary. It will not contain any derogatory, prejudicial or irrelevant statements about the patient.

### Access to and Correction of Personal Information (App's 12 & 13)

You have access to the information contained in your personal medical record through the "Freedom of Information Act".

You may be charged an administration fee for the provision of this information. The request is lodged with the staff of the Berri Medical Clinic.

You are free to ask the doctor about any aspect of your health care including information in your medical record or request changes to your medical information. This will need to be discussed with the doctor treating you at the time of your presentation.

Information can be provided to you with an up to date summary of your care.

You may request access to your personal medical record but your doctor will need to remove any information provided by others on a confidential basis. Your doctor will also need to consider the risk of any physical or mental harm to you or any other person which may result from disclosure of your personal health information.

Personal health information is only access by authorized staff.

We would never use or give your details to a third party for research or marketing purposes.