### **CLINIC OPENING HOURS**

Monday – Friday 8:00 am – 8:00 pm Saturday – 8:00 am – 6:00 pm Sunday and public holidays – Closed

An appointment can be made by phoning 08 8582 2855

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.



Quality Practice
Accreditation

29 McGilton Road, Berri SA 5343

Phone: 85822855

Email: info@berrimedical.com.au

Fax: 85823413



## Clinic Privacy Policy

Your privacy is important to us.



## Australian Government Agencies and businesses.

The 13 APP's are:

- 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
- Direct Marketing
- 8. Cross Border Disclosure of Personal Information
- 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 treatmentfor 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 you doctor or the Practice Manager.

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.

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

# **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. Australian Government Agencies and businesses.

#### The 13 APP's are:

- **14.** Open and Transparent Management of Personal Information
- 15. Anonymity and Pseudonymity
- **16.** Collection of Solicited Personal Information
- 17. Dealing with Unsolicited Personal Information
- **18.** Notification of the Collection of Personal Information
- 19. Use or Disclosure of Personal Information
- **20**. Direct Marketing
- 21. Cross Border Disclosure of Personal Information
- **22.** Adoption, Use or Disclosure of Government Related Identifiers
- 23. Quality of Personal Information
- 24. Security of Personal Information
- 25. Access to Personal Information
- **26.** Correction of Personal Information