

CONSENT TO COLLECTION AND USE OF PERSONAL AND HEALTH INFORMATION

5/2002

Please fill in if no Patient Label available

The Bays Hospital Group Inc embraces the National Privacy Principles and Health Privacy Principles in relation to personal and Health Information. In summary, these principles state that:

- The Bays only collects information that is:
 - ☛ necessary to provide health services to you;
 - ☛ required by law;
 - ☛ required to meet statutory reporting requirements;
 - ☛ required to enable the hospital to receive payment for the services it provides.

Health information about an individual will only be collected from that individual, except where it is impracticable to do so (such as in the case of minors, or those who are physically or mentally incapable of doing so).

- The Bays only uses or discloses information for the purpose it was collected.
- Information collected, used or disclosed by The Bays is accurate and up-to-date.
- Information collected by The Bays is protected against unauthorised use or disclosure.
- The Bays Privacy Policy "Privacy of Personal and Health Information" is available to anyone who requests it.
- Other than in exceptional circumstances, individuals are entitled to access to their health information and to seek correction of incorrect information.
- Commonwealth assigned identifiers such as Medicare No. are not used by The Bays as patient identifiers.
- Individuals have the right to not identify themselves, unless this would prove impractical (for example where this would mean the hospital was unable to claim benefits from a health fund) or illegal.
- Health information is considered to be sensitive information under the privacy legislation.
- Health information shall be made available to other health service providers with the individual's consent, except where there may be a serious or imminent threat to the life of any person, and the individual is unable to provide consent, or it is required to treat the condition for which The Bays originally collected it, in which case it may be made available without consent.

I acknowledge that I have received The Bays brochure "What Happens to Information About Me".

I consent to The Bays Hospital Group collecting and using personal and health information about

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insert "ME" or name of person about whom information is being collected.

in accordance with The Privacy Act 1988 [incorporating the Privacy Amendment (Private Sector) Act 2000]. The Health Records Act 2001 and The Bays' Policy "Privacy of Personal and Health Information". In the Residential Care facility, this will include having a photograph taken.

I also consent to the use and disclosure of information about me (or the person on whose behalf I have consented) to the agencies and service providers listed over the page, and consent to this being disclosed via facsimile or email where deemed necessary to prevent delays in ongoing care.

NAME:

RELATIONSHIP TO PATIENT OR RESIDENT:

SIGNATURE:

DATE:

AGENCIES AND SERVICE PROVIDERS TO WHOM INFORMATION IS PROVIDED

AGENCY / SERVICE PROVIDER	INFORMATION PROVIDED
Health Fund/Third Party Payer/Commonwealth Dept of Health and Aged Care	Details regarding your hospitalisation to enable us to be paid for the care we provide. This may included information in code format regarding your medical condition and operations performed. This information identifies you by name.
Pathology, Radiology, Ambulance Service Pharmacy	Socio-demographic data, health fund membership, pension and medicare details, ambulance membership number, and medication prescriptions.
State Health Department	De-identified socio-demographic data and coded information regarding the medical condition you were treated for. If you have a baby, information about your pregnancy and delivery will be forwarded to the Perinatal Data Collection Unit. In the event that you are treated for a “notifiable” disease, information about you will be forwarded to the Health Department. This will identify you by name.
Private Hospitals Data Bureau	De-identified socio-demographic data, coded information regarding the medical condition you were treated for and information in relation to our charges.
Anti-Cancer Council of Victoria	In the event that you are treated for cancer, information about you, your admission, the type of cancer and the doctor who treated you will be provided.
Local Council	If you have had a baby, the local council will be advised so the Maternal Child and Health Care Nurse is aware of the birth.
Australian Bureau of Statistics (ABS)	Each year, the hospital sends collective statistics in relation to hospital activity to the ABS. This does not identify any individuals.
Other Healthcare Providers	If you are transferred to another hospital or health service provider, a summary of your admission will be sent with you to ensure continuity of care. You will be given information regarding your medications on discharge to give to your community pharmacist and local doctor. Once you have left hospital, your written consent will be required for us to release personal or health information about you to another health care provider, except where there may be a serious or imminent threat to life or health of <i>any</i> person, and you are unable to provide consent, or it is required to treat the condition for which The Bays originally collected it, in which case it may be made available without consent.
Individuals	You can request access to your health information. Please refer to the brochure provided on admission or contact The Health Information Manager or Hospital Supervisor at The Bays on 5975 2009. The hospital charges a fee to provide access to your health information
Hospital Medical Quality Assurance Sub-Committees	Doctors and key hospital staff meet regularly to discuss medical clinical indicators such as unplanned return to operating theatre and reasons for induction of labour, to ensure quality care. Individual cases are discussed, but neither patients, nor their doctors are identified by name.
Australian Council on Healthcare Standards	Statistical information regarding key medical clinical indicators such as re-admission rates. This does not identify any individual patient.
Residential Care Validation Team	The RCS Validation Team is entitled to view your residential care record in order to validate the care level assigned by The Bays.
Court	If your health information is subpoenaed to be presented a law court, or the subject of a search warrant, the hospital must comply with this request. In the event of a death being the subject of a Coroner’s Case, your health information must be sent to the Coroner’s Court.