

DISPOSAL

All records are disposed of as required by legislation.

Can I access information held about me?

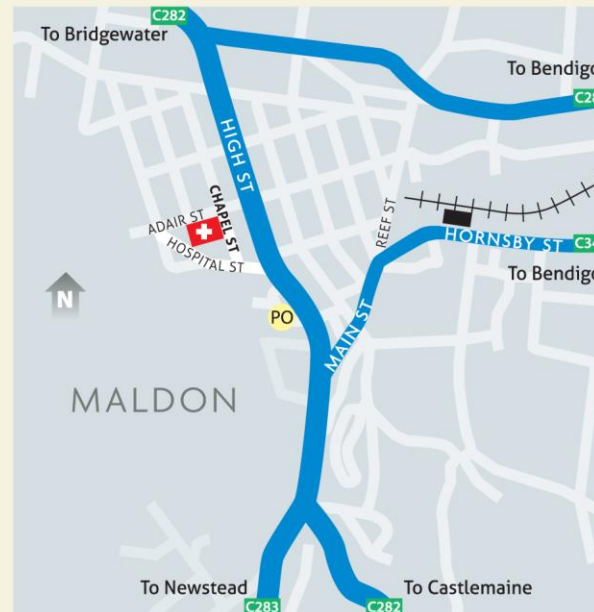
The *Freedom of Information Act 1982* allows people to access their health records in most circumstances. A request for access should be made to the Chief Executive Officer. A small administration fee may be charged for handling and photocopying. If there is information in the record which is incorrect, or you do not agree with, you have the right to request it be amended.

If you have any concerns or queries about the use of your health information described in this leaflet please discuss it with the Nurse in Charge.

Ref: *Freedom of Information Act (Aust) 1982*
: *Health Records Act (Victoria) 2001*

QUESTIONS OR CONCERNS?

Contact the Nurse Unit Manager or Director of Nursing on 5475 2000.



RESIDENTIAL AGED CARE



MALDON HOSPITAL

Partnering with the Community

WHAT HAPPENS TO INFORMATION ABOUT ME?



MALDON HOSPITAL
Partnering with the Community

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This leaflet explains what health information is collected and how that information is managed by Maldon Hospital.

Maldon Hospital respects your right to privacy and your personal information will only be collected, used and disclosed in a lawful manner.

WHY COLLECT INFORMATION?

To provide you with the most effective and best possible treatment and care, we need to collect certain information about you.

WHAT INFORMATION IS COLLECTED?

Medical and care related information

Information about your medical and treatment history, presenting symptoms and problems, personal care needs, and lifestyle preferences. This is important in developing a comprehensive, individualised treatment and care plan for you.

Contact information

Your contact details and that of your family, next of kin, legal representative where appropriate, and anyone else you nominate. This information assists staff in communicating with people who are important to you in your treatment and care.

Financial information

Details of your pension and/or financial status, Power of Attorney, and any other financial information relevant to your care and for billing purposes.

USE OF INFORMATION

Our staff

Our staff are bound by strict confidentiality agreements in relation to resident/patient information. Only your care team will access and use your information as part of providing your treatment and care.

Your doctor

Your doctor will access your records as required as part of your treatment and care and may, in the case of emergency, share information about you without your consent. It is customary to send a letter to the doctor or other health care provider who referred you to us, or who will be involved in your ongoing care on discharge from Maldon Hospital.

Other health service providers

Relevant aspects of your medical history may also be shared with other service providers such as Pathology, X-Ray, Pharmacy, Occupational Therapy, Physiotherapy, Dietetics, or Podiatry where you require these services.

Storage of information

Paper based health records are kept securely on site. Computerised information is accessible only to authorised staff and is password protected. Personal and financial information is held securely in the Finance Department at Castlemaine Health.

DISCLOSURE OF INFORMATION

Identifying information about you will only be disclosed with your consent, except in those circumstances where we are legally permitted or required to do so:

- To another health service if you are in a medical emergency situation.
- Reporting of specific diseases to the Department of Human Services.
- When subpoenaed by a Court of Law.
- As required under our funding agreements with the relevant Government Departments.

Health information may also be used to improve the quality of our resident/patient care and safety, and also for research and planning aimed at providing better services. However this information will not identify you.

A copy of our Confidentiality Statement is available on request.

Updating information

It is important your personal information is kept up to date so please let staff know if your details or circumstances change. We will also review and update your information at each Care Plan review and at other times when indicated.