

INFORMATION HANDLING PROCEDURES

The Albury Day Surgery is committed to providing quality health care for its patients. As a fundamental part of this commitment, management and staff of the Albury Day Surgery recognise the importance of ensuring that our patients are fully informed and involved in their health care.

The Albury Day Surgery is as a health provider in the private sector bound, by the National Privacy Principles. These principles set the standards by which we handle personal information collected from our patients. A copy of these Principles is available for inspection at the reception desk.

As a part of our commitment to providing quality health care it is necessary for us to maintain files pertaining to your health. These files contain the following types of information.

- Personal details (your name, address, date of birth, Medicare number).
- Your medical history.
- Notes made during the course of medical consultations and procedures.
- Referrals to other health service providers.
- Results and reports received from other health care providers.

The information held about you is provided by you or arises as a consequence of information provided by you.

Your medical file is handled with the utmost respect for your privacy. Your file will be accessed by your doctor and Albury Day Surgery staff involved in your care. **Our staff are bound by strict confidentiality requirements as a condition of employment regarding your medical records.**

Ordinarily we will not release the contents of your medical file without your consent. However, we advise that there may be occasions where we will be required to release the details of your file irrespective of whether your consent to the disclosure of the information is given. This will occur where the law requires disclosure, such as pursuant to a subpoena.

We advise that as a patient of the Albury Day Surgery you have rights of access to any information we hold concerning you. Should you wish to access this information we refer you to our handout entitled **ACCESSING YOUR MEDICAL RECORD**. As part of our commitment to preserving the confidentiality of the information contained in your medical record we advise that strict secure storage policies are observed. Your electronic records are accessible only by staff of Albury Day Surgery and are protected by a security password. Your paper records are kept in secure filing cabinets and accessible only by Albury Day Surgery staff. Each member of staff is well versed in the principles and importance of doctor-patient confidentiality.