

Paul Hopkins Medical Clinic privacy policy

Current as of: 01/03/2017

Introduction

This privacy policy is to provide information to you, our patient, on how your personal information (which includes your health information) is collected and used within our practice, and the circumstances in which we may share it with third parties.

Why and when your consent is necessary

When you register as a patient of our practice, you provide consent for our GPs and practice staff to access and use your personal information so they can provide you with the best possible healthcare. Only staff who need to see your personal information will have access to it. If we need to use your information for anything else, we will seek additional consent from you to do this.

Why do we collect, use, hold and share your personal information?

Our practice will need to collect your personal information to provide healthcare services to you. Our main purpose for collecting, using, holding and sharing your personal information is to manage your health. We also use it for directly related business activities, such as financial claims and payments, practice audits and accreditation, and business processes (eg staff training).

What personal information do we collect?

The information we will collect about you includes:

- names, date of birth, addresses, contact details
- medical information including medical history, medications, allergies, adverse events, immunisations, social history, family history and risk factors
- Medicare number (where available) for identification and claiming purposes
- healthcare identifiers
- Health fund details.

How do we collect your personal information?

Our practice will collect your personal information:

1. When you make your first appointment our practice staff will collect your personal and demographic information via your New Patient form or Update of Patient Detail form.
2. During the course of providing medical services, we may collect further personal information.

For example: through Electronic Transfer of Prescriptions (eTP), MyHealth Record/PCEHR system, eg via Shared Health Summary.

We may also collect your personal information when you visit our website, send us an email or SMS, telephone us or make an online appointment.

3. In some circumstances personal information may also be collected from other sources. Often this is because it is not practical or reasonable to collect it from you directly. This may include information from:
 - your guardian or responsible person
 - other involved healthcare providers, such as specialists, allied health professionals, hospitals, community health services and pathology and diagnostic imaging services
 - Your health fund, Medicare, or the Department of Veteran's Affairs (as necessary).

Who do we share your personal information with?

We sometimes share your personal information:

- with third parties who work with our practice for business purposes, such as accreditation agencies or information technology providers – these third parties are required to comply with APPs and this policy
- with other healthcare providers
- when it is required or authorised by law (eg court subpoenas)
- when it is necessary to lessen or prevent a serious threat to a patient's life, health or safety or public health or safety, or it is impractical to obtain the patient's consent
- to assist in locating a missing person
- to establish, exercise or defend an equitable claim
- for the purpose of confidential dispute resolution process
- when there is a statutory requirement to share certain personal information (eg some diseases require mandatory notification)
- during the course of providing medical services, through Electronic Transfer of Prescriptions (eTP), MyHealth Record/PCEHR system (eg via Shared Health Summary, Event Summary).

Only people that need to access your information will be able to do so. Other than in the course of providing medical services or as otherwise described in this policy, our practice will not share personal information with any third party without your consent.

We will not share your personal information with anyone outside Australia (unless under exceptional circumstances that are permitted by law) without your consent.

Our practice will not use your personal information for marketing any of our goods or services directly to you without your express consent. If you do consent, you may opt-out of direct marketing at any time by notifying our practice in writing.

How do we store and protect your personal information?

Your personal information may be stored at our practice in various forms.

These include: paper records, electronic records, visual (X-rays, CT scans, videos and photos)

Our practice stores all personal information securely.

Our electronic documents and information are held in a protected electronic information system.

Our electronic system is protected by the use of unique passwords available only to Paul Hopkins authorized staff members and by a regular backup system. Our hard copy files are kept in secure lockable environments available only to authorized staff. Our staff are bound by individual confidentiality agreements for staff as are any contractors.

Our website information and data collected is protected by Health Engine. Our website is regularly updated and revised. All of our electronic systems are protected with advanced virus protection.

How can you access and correct your personal information at our practice?

You have the right to request access to, and correction of, your personal information.

Our practice acknowledges patients may request access to their medical records. We require you to put this request in writing. Please ask our staff for a Transfer of Medical Records form and our practice will respond within a reasonable time.

Our practice will take reasonable steps to correct your personal information where the information is not accurate or up-to-date. From time-to-time, we will ask you to verify your personal information held by our practice is correct and up-to-date. You may also request that we correct or update your information, and

you should make such requests in writing. Please ask our staff for an update of patient details form.

How can you lodge a privacy related complaint, and how will the complaint be handled at our practice?

At Paul Hopkins Medical Clinic we are dedicated to the best practice care of our patients and we take complaints seriously. Our preference is to resolve any issue's in the shortest possible time frame.

If you have a complaint or you have any privacy concerns you can advise us in the following ways:

You can talk to your Doctor or our Practice Manager, or you can make a complaint in writing.

We will then attempt to resolve it in accordance with our Complaint's Procedure. You can contact us in the following ways:

Phone: 0749511311

Fax: 0749531412

PO Box 1105, Mackay Qld, 4740.

Email: paulhopkins@bigpond.com

You may also contact the Office of the **Australian Information Commissioner (OAIC)** who can investigate privacy complaints. Generally the OAIC will require you to give them time to respond, before they will investigate. For further information visit or call the OAIC on 1300 336 002

Privacy and our website

Our website information and data collected is protected and managed by Health Engine. Our website is regularly updated and revised. All of our electronic systems are protected with advanced virus protection.

Policy review statement

This privacy policy will be reviewed regularly to ensure it is in accordance with any changes that may occur. We will notify the new policy on the website www.paulhopkinsmedical.com.au