



NEW PATIENT INFORMATION FORM

Please read and complete this form carefully. The information you provide will be kept confidential.

Title: Mr / Mrs / Miss / Ms / Master (please circle) Other _____

Name: _____

Address: _____

Date of birth: _____ Occupation: _____

Contact number/s: _____

Email address: _____

Do you hold a current health care card/concession card? Yes / No (please circle)

Do you have a DVA gold card? Yes / No (please circle)

GP name: _____ GP phone: _____

GP address: _____

I consent to Ballarat Osteopathic Clinic notifying my GP I am having osteopathic treatment

How did you hear about the clinic? _____

Emergency contact

Name: _____

Address: _____

Contact numbers/s: _____

Reminders

Do you wish to receive SMS notifications of your appointment? Yes / No (please circle)

Do you wish to receive email notifications of your appointment? Yes / No (please circle)

Do you wish to receive a clinic newsletter via email? Yes / No (please circle)

Signed (patient/guardian): _____

Name (please print): _____

Privacy Policy Statement

Your medical record is a confidential document. It is the policy of this clinic to maintain security of personal health information at all times and to ensure that the information is only available to authorised members of staff. Our privacy statement is available on request and is also on our website.

Privacy Policy

Ballarat Osteopathic Clinic complies with the Privacy Amendment (Private Sector) Act 2000 and the Health Records Act 2001 (Vic), and has developed a Privacy Policy that controls our handling of personal information.

Our Privacy Policy covers:

- What personal information is being collected
- Who is collecting personal information
- How personal information is used
- To whom and under what circumstances personal information is disclosed
- How personal information is stored.

In most circumstances, Ballarat Osteopathic Clinic:

- Will only collect personal information about you with your consent unless it is legally required or authorised to do otherwise
- Will collect your personal information directly from you where this is practical and possible
- Will only collect personal information about you that is necessary and relevant to the purpose for which it is collected
- Will only use your personal information for the purpose for which it is collected or for a directly related secondary purpose that you could reasonably expect your personal information to be used (unless legally required or authorised to do otherwise)
- Will provide you with access to your personal information unless legally required or authorised to deny such access. An administration fee may be charged to process your request
- Will only disclose your personal information to a third party with your consent, or where you could reasonably expect such disclosure, or where we are legally required or authorised to do so
- Will take reasonable steps to keep your personal information complete, current and accurate
- Will take reasonable steps to ensure personal information about you is kept secure.

Your rights

- You can request access to the personal information about you that we keep on record
- If you believe that any personal information about you is incorrect or out of date, you are entitled to ask us to correct it
- No fee is charged for requesting access to personal information about you that we may have on record, however, we may charge you a reasonable cost for processing your request.

For further information about our Privacy Policy please speak to your Osteopath.

Disclosure

Practitioners can disclose information with your consent. Express consent can be given by you orally or in writing, or in some circumstances it may be implied by conduct. A practitioner can only rely on implied consent when there is little risk of a misunderstanding between the practitioner and the patient.

Examples of when we would discuss your medical problems and results with other people.

- Other practitioners of Ballarat Osteopathic Clinic
- GPs, specialists, radiologists, pathologists, registered nurses
- Physiotherapists, podiatrists, naturopaths
- Gym and fitness instructors

I have read and agree to the Ballarat Osteopathic Clinic privacy policy

Signed (patient/guardian): _____

Name (please print): _____