

## PRIVATE HOSPITALS REQUEST FOR INFORMATION FORM

1. Patient Details			
Previous Surname (if any):			
Surname:			
Given Name(s):			
Date of Birth:		UR Number (if known):	
2. Applicant Details (if not the patient)			
Surname:			
Given Name(s):			
What is your relationship to the patient? (NB: Please specify and attach proof)			
3. Applicant Photographic Identification (NB: You must attach a copy of one category of identification below)			
<input type="radio"/> Current Australian Driver's Licence <input type="radio"/> Current Australian Passport <input type="radio"/> Two forms of identification (one being photo ID)			
<input type="radio"/> Other, please specify:			
4. Applicant Concession Entitlement (NB: This may entitle you to a waiver of some of the fees)			
<input type="radio"/> No → Go to next question <input type="radio"/> Yes → attach a certified copy of the card			
5. Applicant Contact Details			
Address:			
	Suburb:		
	State:		Postcode:
Home Phone No.:		Mobile Phone No.:	
Email Address:			
6. Document Access Requested			
<input type="checkbox"/> Complete medical record → Go to the next question			
<input type="checkbox"/> Partial Access (choose from below and specify the dates, admissions and/or other documents required)			
<input type="checkbox"/> Discharge Summary	Specify dates:		
<input type="checkbox"/> Operation Report	Specify dates:		
<input type="checkbox"/> Pathology Results	Specify dates:		
<input type="checkbox"/> Radiology Results	Specify dates:		
<input type="checkbox"/> Other – please specify:			
<input type="checkbox"/> Time of Birth Requests – Please specify your mothers' full name and DOB at the time of birth			
Mother's Previous Surname (if any):			
Mother's Surname:			
Mother's Given Name(s):			
Mother's Date of Birth:			

### 7. Type of Access Requested

#### Photocopy of the medical record via:

- Collection via St Vincent Hospital (please see location sites below)
  Registered Post
  Electronically via email (not available for large records)

#### Other access of the medical record (NB: Please contact your HIS site below for more information):

- Amend personal information contained in the records
  Personally view records
  Explanation of the records

### 8. Acknowledgement of Fee

I acknowledge that there is a fee involved in providing the requested information and that payment is required on or prior to collection. An invoice for access to the medical record will be forwarded and I agree to be responsible for payment of the fee.

**Applicant Signature:**

**Full Name (please print):**

**Date:**

### END OF FORM

#### PLEASE RETURN TO SPECIFIC Health Information Services SITE LISTED BELOW

State	Hospital(s)	Contact Details
NSW	St Vincent's Private Hospital Griffith	Refer St Vincent's Private Hospital Melbourne below
	St Vincent's Private Hospital Sydney The Privacy Officer Health Information Services Department	406 Victoria Street Darlinghurst NSW 2010 Phone: (02) 8382 7468 Fax: (02) 8382 7275 Email: <a href="mailto:SVPHS.medicalrecords@svha.org.au">SVPHS.medicalrecords@svha.org.au</a>
	Mater Hospital, North Sydney The Privacy Officer Health Information Services Department	PO Box 958 North Sydney NSW 2059 Phone: (02) 9900 7539 Fax: (02) 9957 7756 Email: <a href="mailto:Mater.MedicalRecords@svha.org.au">Mater.MedicalRecords@svha.org.au</a>
QLD	St Vincent's Private Hospital Northside and St Vincent's Private Hospital Brisbane The Privacy Officer Health Information Services Department	627 Rode Road Chermside QLD 4032 Phone: (07) 3326 3656 Fax: (07) 3326 3535 Email: <a href="mailto:SVPHN.Privacy@svha.org.au">SVPHN.Privacy@svha.org.au</a>
	St Vincent's Private Hospital Toowoomba The Privacy Officer Health Information Services Department	22 - 36 Scott Street Toowoomba QLD 4350 Phone: (07) 4690 4000 Fax: (07) 4690 4289 Email: <a href="mailto:TOHIS@svha.org.au">TOHIS@svha.org.au</a>
VIC	St Vincent's Private Hospital Melbourne (SVPHM) The Privacy Officer Health Information Services Department	75 Victoria Parade Fitzroy VIC 3065 Phone: (03) 9411 7695 Fax: (03) 9231 6852 Email: <a href="mailto:HIS.General@svha.org.au">HIS.General@svha.org.au</a>