

Please return this document to:
The FOI Officer, PENINSULA HEALTH
PO Box 52
FRANKSTON, VIC 3199
Telephone: 03 9784 7599
Facsimile: 03 9784 2330
E-mail: foihis@phcn.vic.gov.au

OFFICE USE ONLY

Date Request Received: _____

Patient UR No: _____

PENINSULA HEALTH FREEDOM OF INFORMATION ACCESS FORM

1. DETAILS OF THE PATIENT:

Surname _____ Given Name _____ Title _____

Address _____ Date of Birth _____

Suburb _____ Post Code _____

Phone number during working hours _____

If you are not the patient, please give your details below:

Please note: If the applicant is not the patient of the request for personal information then the consent of the patient must be provided.

Surname _____ Given Name _____ Title _____

Relationship to the patient: _____

Address _____

Suburb _____ Post Code _____

Phone number during working hours _____

2. DETAILS OF REQUEST

Please indicate the facility from which you are requesting information.

Frankston Rosebud Rehabilitation & Aged Care

Psychiatry Other

Please describe clearly the information required:

Please indicate if you require a CD of radiology films: YES NO

Note: Films are only available for the last five (5) years.

3. FORM OF ACCESS (tick appropriate box)

(a) I would like access to inspect the document (s).

(b) I would like a copy of the documents (s).

(c) I would like a correction to be made to my medical record.

CONTINUE ON REVERSE SIDE

LIST OF CURRENT FEES AND CHARGES:

FOI APPLICATION FEE: \$ 28.90

A reduced application fee of \$20.00 will apply to Centrelink health card, pension card or disability cardholders.

An FOI request will not be processed until an application fee is received

PROCESSING FEES:

PHOTOCOPYING CHARGES: \$ 0.20 per A4 sheet of paper

DIGITISED MEDICAL RECORDS \$0.20 per page

Please note: only records that are currently digitised are available on CD - older paper records will not be scanned to CD

RADIOLOGY FILMS ON CD: \$15.00

You will be notified of the exact amount to be paid for the above charges once we have processed your request.

Centrelink health card, pension card or disability cardholders are exempt from the above processing fees but in order to claim the exemption, a copy of the card must be provided with the application.

POSTAGE CHARGES*: \$ 7.00 (via registered post)

* Postage of the documents may incur an additional fee in cases where the request encompasses greater than 200 A4 pages

* All applicants will be responsible to pay for postage.

PAYMENT METHOD

1. Cheque or money order made payable to Peninsula Health. (ABN 52 892 860 159)

2. Credit card payment:

Cardholder Name: _____

Type of Card: (please circle) VISA BANKCARD MASTERCARD

Card Number: _____

Expiration Date: _____/_____

Amount: \$ _____

Before submitting your request be sure to have the following attached:

- Appropriate identification-photo ID (required of all applicants seeking information)
- Application fee (unless exempt)
- Evidence of grounds for reduction of the application fee (if seeking reduction)
- If applicant is not the patient, written consent of the subject or any relevant legal papers indicating authority of access

Applicant's Signature _____

Date: _____

According to the *Victorian Freedom of Information Act 1982*, Peninsula Health may take up to 30 days to notify you of its decision about access to documents. In some scenarios this timeframe may be extended in line with Section 21 of the FOI Act.

In line with the changes to FOI legislation, if the documents you seek contain information provided by third parties, we may need to consult with those third parties to seek their views on release of the relevant documents. In such a circumstance, your name may be shared with the third party.