



Request for access to health records

Applicant Details

Surname:			
Given Name(s)			
Address:			
Suburb		Postcode	
Phone no. (home)		Mobile	
Date of Birth	/ /	EACH UR Number (if known)	

Type of Access Required (under the Health Records Act 2001 Victoria)

- I wish to obtain photocopies of my health information (at 20¢ per page)
- I wish to view my health information (\$10 per ½ hour viewing time)
- I wish to receive a summary of my health record as prepared by a service provider (fees apply)

Signed _____ Date _____
 (Applicant's Signature)

Please note. If the applicant is the holder of a valid pension/concession card, fees may be waived.

Consent for release of health information to authorised representative

Applicants wishing to obtain access to a health record other than their own must provide a signed authority from the person concerned. Where the person is deceased, the person's legal representative must sign the authorisation.

I, _____ of _____
 (Name) (Address)

 (Suburb) (Postcode)

Do hereby authorise EACH to release information from my health record to:

 (Name of Authorised representative)

 (Address of Authorised representative)

 (Suburb) (Postcode)

SIGNED: _____ Date _____



Information Sheet - Accessing Health Records at EACH

How to access health information

The **Health Records Act 2001 (Victoria)** (the HRA Act) gives individuals a right of access to their personal health information held by any organisation in the private sector in Victoria, in accordance with Health Privacy Principle 6 (HPP6). HPP 6 obliges health service providers and other organisations that hold health information about a person to give them access to their health information on request, subject to certain exceptions and the payment of fees (if any).

Making a request for access

An individual is required to make a request in writing. In the request, the individual needs to:

1. state their name and address
2. identify sufficiently the health information they are seeking access to,
3. specify the form they want the access in (i.e. obtaining a copy of their file, inspecting the information, or viewing the information, accompanied by and explanation by a health service provider. An individual can also request an accurate summary if the health records are extensive or complex).

An individual can seek access on behalf of someone else if:

- that other person has a right of access AND
 - (a) has authorised them in writing to seek access on their behalf (e.g. a solicitor, family member or friend)OR
 - (b) is their authorised representative (such as parent, guardian or a person holding an enduring power of attorney)OR
- the individual is the legal representative of the deceased person who would have had a right of access when alive.

The request must be in writing and they must provide evidence of their authority to act on the person's behalf.

Correction of personal information

An individual has the right to apply to have their personal information that is held by the agency amended if they believe that it is inaccurate, incomplete, misleading or not up-to-date. A request to amend information must be in writing with details of why the information is considered incorrect.

The agency must notify the individual in writing of its decision to correct the information within 30 days.

Reviewing a decision

If an individual is not satisfied with the response to their request for access or correction of health information, they can write to:

Health Services Commissioner
Level 30, 570 Bourke Street
Melbourne Vic 3000
Ph:8601 5200 or Toll Free 1800
Email: hsc@dhs.vic.gov.au

Timelines for responding to requests

The individual will be notified in writing that access to their request will be provided within 45 days from the date the request has been received.

For further information or to submit an application contact:

The Health Records Officer
EACH
46 Warrandyte Road
Ringwood Vic 3134
Ph. (03) 9871 1800
Email: info@each.com.au