

|                 |                                            |             |                         |                                                                                    |
|-----------------|--------------------------------------------|-------------|-------------------------|------------------------------------------------------------------------------------|
| <b>Title:</b>   | <b>Freedom of Information Request Form</b> |             |                         |  |
| <b>Section:</b> | Information Management                     | <b>PRH:</b> | Chief Executive Officer |                                                                                    |

### PATIENT DETAILS

|                    |  |               |  |
|--------------------|--|---------------|--|
| Surname            |  | Date of Birth |  |
| Given Name(s)      |  |               |  |
| Address            |  |               |  |
| Phone Numbers      |  | Fax Number    |  |
| Email              |  |               |  |
| Patients Signature |  |               |  |

### APPLICANT DETAILS

Are you applying for information about another person? If YES please complete details below.

|                         |  |               |  |
|-------------------------|--|---------------|--|
| Surname                 |  | Given Name(s) |  |
| Address                 |  |               |  |
| Phone Number            |  | Fax Number    |  |
| Email                   |  |               |  |
| Relationship to Patient |  | Signature     |  |

**If you are applying for information about another person they must provide you with their written consent or provide evidence that you have been named as Enduring Power of Attorney and/or Medical Treatment Decision Maker, Legal Guardian or are the direct Next of Kin in the case of a deceased person.**

### DETAILS OF REQUEST:

Describe clearly the documents you wish to access, including dates, subject matter or any other information that would help identify the documents you are requesting.

|  |
|--|
|  |
|  |
|  |
|  |

Common documents contained in the Medical Record include: Discharge Summaries; Urgent Care Notes; Progress Notes; Medication Records; Operation Reports; Anaesthetic Records and Pathology Results.

### FORM OF ACCESS (PLEASE CIRCLE):

Yes / No - Please provide me with the documents via encrypted email to my nominated email address.

Yes / No - Please provide me with a photocopy of the documents and I will collect them.

Yes / No - Please provide me with a photocopy of the documents and mail them by Registered Post.

Yes / No - Please arrange for someone to sit with me whilst I look at the documents.

|                 |                                            |             |                         |                                                                                    |
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### FEES AND CHARGES

I understand that charges apply under the Freedom of Information Act 1982 (Vic). In some circumstances the application fee may be waived or reduced (e.g. if you provide your health care card or can demonstrate the fee would cause hardship), however some fees may still apply, (i.e. photocopying and mailing).

Application fee: \$33.60 non-refundable. Please tick how you are paying.

- ☐ Cheque – please make cheque payable to Alexandra District Health
- ☐ Paid in person – please attend Reception between 8.30am and 4.30pm
- ☐ Request application fee to be waived – please provide a photocopy of your Health Care Card.
- ☐ Credit Card – please complete details below

|                  |             |             |
|------------------|-------------|-------------|
| Card Number:     | CCV:        |             |
| Cardholder Name: | Expiry Date | ____ / ____ |
| Signature:       | Amount      | \$          |

You may be invoiced for photocopying (20c per page) and/or postage (\$11.00 Registered Mail) and this would need to be paid prior to completion of the request, if applicable.

**CHECKLIST:** Please tick that you have completed and attached as applicable

- ☐ Patient details
- ☐ If you are applying for information about another person complete the applicant details.
- ☐ Details of request
- ☐ Form of Access
- ☐ Application Fee
- ☐ Copy of Photo Identification (must include full name, photo and signature)
- ☐ Copy of Healthcare Card (if applicable)
- ☐ Patient Consent or Evidence of authority (if applicable)
- ☐ If you are applying for information about another person complete the applicant details and provide evidence of their written consent or provide evidence that you have been named as Enduring Power of Attorney and/or Medical Treatment Decision Maker, Legal Guardian or are the direct Next of Kin in the case of a deceased person.

Please forward completed form to:

Mail: Alexandra District Health  
PO Box 21  
Alexandra Vic 3714

In person: Alexandra District Health  
12 Cooper Street  
Alexandra Vic 3714

Email: [ADHFreedomofInfo@adh.org.au](mailto:ADHFreedomofInfo@adh.org.au)

Fax: 5751 0334

| OFFICE USE ONLY                                                |                     |
|----------------------------------------------------------------|---------------------|
| FOI Register Number:                                           | Date Received:      |
| Application Fee Paid: YES / NO                                 | Details:            |
| Letter sent to applicant advising application received: YES/NO | Date Sent/Sent Via: |
| Patient UR number:                                             |                     |
| Request Approved/Denied and by whom/Department:                |                     |
| Approval Signature:                                            |                     |
| Details of approval or denial:                                 |                     |
| Details of other fees:                                         |                     |
| Additional Comments:                                           |                     |