

# **Mayfair Medical Centre Health Information Collection & Use Notice**

This general practice collects information from you for the primary purpose of providing quality health care. We require you to provide us with your personal details and a full medical history so that we may properly assess, diagnose and treat illnesses and medical conditions, ensuring we are proactive in your health care. To enable ongoing care, and in keeping with the *Privacy Act 1988* and *Australian Privacy Principles*, we wish to provide you with sufficient information on how your personal

Your personal information will only be used for the purposes for which it was collected or as otherwise permitted by law, and we respect your right to determine how your information is used or disclosed.

The information we collect may be collected by a number of different methods and examples may include: medical test results, notes from consultations, Medicare details, data collected from observations and conversations with you, and details obtained from other health care providers (e.g. specialist correspondence).

*By signing below, you (as a patient/parent/guardian) are consenting to the collection of your personal information, and that it may be used or disclosed by the practice for the following purposes:*

- **Administrative purposes in running our general practice.**
- **Billing purposes, including compliance with Medicare requirements.**
- **Follow-up reminder/recall notices for treatment and preventative healthcare.**
- **Disclosure to others involved in your health care, including treating doctors and specialists outside this medical practice. This may occur through referral to other doctors, or for medical tests and in the reports or results returned to us following the referrals.**
- **Accreditation and quality assurance activities to improve individual and community health care and practice management.**
- **For legal related disclosure as required by a court of law.**
- **For the purposes of research only where de-identified information is used.**
- **To allow medical students and staff to participate in medical training/teaching using only de-identified information.**
- **To comply with any legislative or regulatory requirements e.g. notifiable diseases.**
- **For use when seeking treatment by other doctors in this practice.**

***At all times, we are required to ensure your details are treated with the utmost confidentiality. Your records are very important and we will take all steps necessary to ensure they remain confidential.***

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