

Patient Privacy and Health Information

This brochure is to inform you of how and why your health information is collected, used and disclosed.

How we keep your health information private

We comply with privacy legislation and we have strict policies and protocols relating to the collection, use, disclosure and storage of patient information.

Only authorised staff/users and Accredited Health Practitioners have access to your patient information.

Authorised staff/users and Accredited Health Practitioners will only access patient information if they are involved in or supporting your care and treatment, or to the extent necessary to perform their duties.

Information collected about you is stored in secure records. Where information is stored on an electronic or scanned medical record, it is password protected.

How we use your information

- To make informed decisions about your care, in consultation with you.
- To identify treatments which are necessary, safe and effective.
- Where appropriate, for research and teaching and/or quality and safety purposes.

We may contact you after you've left our care

Once you've left our care, we may contact you to:

- offer health education;
- ask you to join a research project; or
- ask you to complete a survey about your hospital visit.

Health information that we collect about you

The health information that we collect about you ensures that we can provide you with appropriate care and treatment. It includes:

- Personal information such as your name, date of birth, address and contact details
- The contact details of your General Practitioner and next of kin, including any person authorised to make medical decisions on your behalf.
- Details about your health insurance fund;
- Details about your health care, including the treatment that you have received and your preferences as a patient.
- Information provided to us by other health care providers, if this is required to help treat you safely and effectively.
- Health information that might be required to collect by law.

Who we share your information with

- We share your information with your immediate family members, next of kin or other people nominated by you.
- People who you have nominated as treatment decision makers or supporters, or have other legal authority to represent your interests.

- We may need to share your health information with other health and care service providers where this is required in connection with your further treatment. This may include:
 - your GP
 - other health care providers, such as your treating specialist and Accredited Health Practitioner/s who refers or treats you at Jessie McPherson Private Hospital;
 - patient transport services
 - community services
- Patient information relevant to the payment of insurance may be provided to your nominated health fund.
- We may be legally required to release information about you, including:
 - if required by a Court;
 - reporting notifiable diseases to the Department of Health;
 - sending clinical information to your national My Health Record, unless you have opted out.

We may deal with your health and personal information for quality and safety purposes. This may include disclosing your information to the Department of Health (Victoria), Safer Care Victoria, the Victorian Agency of Health Information, and/or another health service entity.

These activities are designed to support continuous service improvement and are authorised by the *Health Services Act 1988 (Vic)*.

You have the option of opting out of certain types of information sharing for non-emergency purposes. Please advise us if you wish to 'opt out' of information sharing.

How long do we keep information about you?

Jessie McPherson Private Hospital complies with the *Health Records Act 2001 (Vic)* and will retain your medical records for at least over seven years after your last attendance at Jessie McPherson Private Hospital.

Access to your information

Due to our unique relationship and co-location, Jessie McPherson Private Hospital and the Monash Medical Centre (Monash Health, Clayton) have a shared medical record service and central service for processing all requests for patient information. You can apply to access your information under the *Health Records Act 2001 (Vic)* via Monash Health's Freedom of Information Unit.

- If you identify information in your record that you do not agree with, you have the right to request that it be amended.
- Fees may apply.

For more information, please contact:

Freedom of Information Unit, Monash Health
 Locked Bag 29
 Clayton South VIC 3169
 Email: foi@monashhealth.org
 Ph.: (03) 9594 2123
 Fax: (03) 9594 2106

Privacy concerns

If you would like more information about our health information policies, or if you have any concerns or questions regarding the collection, use and disclosure of your health information please contact the Monash Health Release of Information Unit on (03) 9594 2112.