Eyre and Far North Local Health Network

Health Care Act 2008

General Release of Information – Public Request Form

Note: This form **does NOT** apply to Freedom of Information (FOI) requests

Please refer to page for the type of records that can be requested outside of FOI **before** completing this form,

I, (Full name of Applicant – the person wishing to access the information)

Full Name	
Address	
Date of Birth	
Phone	
Email	

Wish to request personal medical information from the following location(s) within the Eyre and Far North Local Health Network (EFNLHN):

Name(s) of the medical facility where the information is located	

I would like to request personal / health information as specified below relating to the treatment and care within the public health system of: (tick the box)

☐ **Myself** - as named above, or

☐ * **Another person** - as named below (To access information for another person you must be their legal guardian, or have their permission/consent)

Full Name of person to whom the information relates (the record subject)		Date of Birth	

** If information sought is regarding a child under 16 years, are there current Court Orders in place?

☐ **YES** (If YES please supply a copy of the current Court Order)

☐ **NO**

Specify or describe the documents you wish to access **Refer to Page 3 for the type of records that can be requested per the HCA 2008**	

Please complete the following checklist before submitting this form:

I have attached (tick the box)

- ☐ A copy of my photo ID (driver's licence, proof of age card, or similar).
- ☐ *I am applying for information regarding / on behalf of another person and
- ☐ *I have attached a completed 'Authority for the Release of Personal Information to A Third Party' form signed by the person to whom the records relate along with a copy of their photo ID
- ☐ *I understand and accept that the consumer authority relates to THIS request only, and any further requests will require a separate authority declaration
- ☐ **I have attached a copy of any current Court Orders that exist (for requests for documents relating to children under 16 years)

Signed: …..…….. **Dated:**…….
(Applicant Signature)

Submitting your form
You may lodge the completed form(s) and any supplementary information at any hospital or health service within the Eyre and Far North Local Health Network. A full list of services and contact details is available via the Eyre and Far North hospitals and health services

or

Post

to:
Eyre and Far North Local Health Network
PO Box 630
PORT LINCOLN SA 5606

or

email to:
EFNOCEOCorrespondence@sa.gov.au

FACT SHEET - Public Guidelines for Access to Information

Access to Records under 'Release of Information' – per the Health Care Act 2008 (HCA 2008)

The following is a general guide only for requesting access to information under the Eyre and Far North (EFNLHN) 'Release of Information' general administrative release process. (HCA 2008)

The types of documents and information that may be available through this process are:

- ✓ Discharge summaries.
- ✓ Referral letters.
- ✓ Operation reports and product labels.
- ✓ Date / time of birth.
- ✓ Vaccination and other treatment dates.
- ✓ Copies of attendance dates.
- ✓ Medication chart(s), pathology reports, test results; and,
- ✓ Any other documents with which you have previously been provided copies.

All 'basic' or 'non-contentious' record requests may be considered under this general administrative process on a case-by-case basis. Although not essential, to ensure the agency has all the information it requires to assess your request, it is recommended that you use the EFNLHN 'General Release of Information - Public Request Form'. Forms are available from any health service or site upon request. They may also be downloaded from the
Eyre and Far North Local Health Network - Freedom of Information | SA Health public webpage.
In some circumstances, ie if you require documents not listed above, you may be required to make further application under the *Freedom of Information Act 1991.* If this is required, staff will provide advice accordingly.

Clinical Requests

If you are seeking greater access to your own personal health / mental health care records to provide to *another* healthcare provider in support of your ongoing treatment or care, it is highly recommended that your healthcare provider contacts the relevant site or service in writing to request directly.

Records Not Readily Available for Access – Freedom of Information

If you are seeking:

- Large volumes of records (such as whole attendance or file requests).
- Mental Health records.
- Records that may be considered complex or 'contentious' (such as those relating to or arising from potential misconduct or arising from a matter currently under or previously subject to investigation); or,
- Personal records that are either not your own, or concerning a dependant or someone under your guardianship; and,
- In all cases those of a person who is now deceased.

It is recommended that you make an application under the *Freedom of Information Act 1991*. Forms are available from any health service or site upon request. They may also be downloaded from the
Eyre and Far North Local Health Network - Freedom of Information | SA Health public webpage.

Employment Records

If you are seeking records relating to your current or past employment within the EFNLHN, contact your line manager or seek the advice of the Eyre and Far North People and Culture team.

For Further Advice Regarding Records Access

If you are unsure about which method of application applies to you, please contact or visit the relevant site or service for direct advice, or for general enquiries you may contact the Freedom of Information Team via email Health.EFNLHNFOI@sa.gov.au

Submitting your form

Forms requesting access (outside of FOI) may be submitted to any health site or service within the Eyre and Far North Local Health Network or emailed to EFNOCEOCorrespondence@sa.gov.au, for forwarding to the relevant location