



Section 1

Details of
Patient/
Resident

Name of Patient / Resident _____

Date requested _____

Date of Birth / / _____

Medical Record Number _____

Specific nature of
information and
reason requested:
(if insufficient space,
please attach
additional pages)

Section 1.5

Details
of other
responsible
person

If patient is incapable of giving or communicating consent, health information may be provided to a responsible person as defined by the Act.

Name of Responsible Person _____

Relationship
to Patient /
Resident:

Parent

Child or Sibling
under 18 years

Spouse or De Facto Spouse

Relative under 18 years
and member of patient's
household

Guardian

Enduring Power of Attorney

Intimate Relationship
with Patient/Resident

Person nominated by the
'Individual to be contacted'
in case of emergency

Please provide photocopied proof of authorisation to access patient information prior to this request being processed.

Please specify why
patient is incapable
of communicating /
giving consent:

Address _____

State _____

Postcode _____

Home Phone _____

Mobile _____

Signed _____

Date / / _____

Continued over



Section 2

Acknowledgement of potential costs

I acknowledge that in the event that I require an explanation of the record, or copies to be made, there may be a cost involved and that payment would be required on/or prior to collection. I will be notified of the amount in due course.

Name (please print) _____

Signed _____

Date / / _____

Section 3

Dispersment

Records to be

Collected

Posted

Records to be collected by or posted to

Medical Practitioner

Solicitor

Health Fund

Patient / Applicant

Other (please specify) _____

If to be posted, please complete name and address of person to whom information is to be sent

Post recipient name: _____

Postal address: _____

Ordinary Mail Registered Mail _____

If to be collected: In the event that you wish to collect records in person, identification will be required prior to release.

Signature on collection _____

Date / / _____

Requests will be processed in order of receipt, however records will be available within a maximum of 30 days.