



NORTH QUEENSLAND NEUROLOGY PRIVACY POLICY

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neurology

Privacy principles protect the rights of the patient with regard to the use of information provided to us and also provide patients with the right to review their own record and correct any issues they believe to be incorrect.

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In this practice all patient information is securely recorded on computer in files that cannot be erased. In line with best practice, backup copies are made and stored securely. Paper documents received are scanned and stored also.

In the interests of your health this information will be sought from you and will be recorded by us. Information you do not divulge, cannot be considered in the management of your medical problems. Information will be forwarded, in the course of normal medical management, to your referring doctor, to your general practitioner (if he or she is not the referring doctor) and any other health care professional you care to nominate, unless you specify that this should not be done. Information you provide will be stored on a database and may be accessible to other doctors associated with this practice who may also provide coverage when your principal consultant is not available. In compliance with the Commonwealth and State Privacy Acts, this data may also be accessible to our administration staff, software and hardware managers who have signed confidentiality contracts. Any information you do not want divulged should be clearly identified at the time of consultation.

As per the appropriate legislation, when we are directed to do so, for legal purposes, information may be divulged to a court or its officers. The guidelines do provide that where a dispute may arise, the practitioner does have the right of disclosing appropriate information to the medical defence organization, insurance companies and lawyers, without obtaining prior consent.

The National Privacy Principles provide the patient with the right of access to the information accumulated by this practice. It is our policy that this will be made available to the patient on request. A charge may be rendered to cover the costs of retrieving the information from the computer and for the doctor's professional time if there is any requirement for the preparation of specific reports.

Our concern is that the best standard of care be provided to you as a patient and that confidentiality be maintained at all times in keeping with the National Privacy Principles and in line with the appropriate legislation. If there are any areas of uncertainty please discuss the issues with your doctor.