

Patient Registration Form



Title: Mr Mrs Ms Miss Master Other:

Surname:

Given Name/s:

Preferred Name:

D.O.B.: / /

Birth Sex: Female Male Unknown Other:

Preferred Pronoun: She/Her/Hers He/Him/His They/Their/Theirs

Gender Identity: Female Male Non-Binary Gender Diverse Transgender Other:

Ethnicity: (e.g. Australian, Serbian, Indonesian):

Do you identify as being of Aboriginal or Torres Strait Islander origin?: Aboriginal Torres Strait Islander Both Neither

Home Address:

City/Suburb:

Postcode:

Postal Address: (if different from above)

City/Suburb:

Postcode:

Phone: (Home):

(Work):

(Mobile):

Email:

Medicare Number:

Ref:

Expiry: /

Concession Card Number:

Expiry: / / Type:

DVA Card Number:

Type:

Health Insurance Fund:

Number:

Do you give consent for our clinical staff to access your **My Health Record**? No Yes **Signed:**

Next of Kin

Emergency Contact

Same as Next of Kin

Title: (e.g. Ms, Mrs, Mr)

Title:

Full Name:

Full Name:

Full Address:

Full Address:

Phone:

Phone:

Relationship:

Relationship:

Communication and Financial Consent: I understand that GHFP may need to contact me in the **method most appropriate**.

My **preferred** methods of contact are (tick all if applicable): **Phone** **Letter** **SMS** **App**

I consent to the following **4 types of SMS** available in GHFP's clinical software (tick all if applicable):

Appointment Reminders

Clinical Reminders
(E.g.: Services due)

Clinical Communications
(E.g.: Results, referral status)

Health Awareness
(E.g.: Vaccine availability)

I give **consent for communication** as above, I acknowledge that GHFP is a **private billing practice** and I accept **responsibility for payment of all associated fees**.

Signed:

Date:



Privacy and Policy Consent Form – Australian Privacy Principles

Welcome to Glebe Hill Family Practice (GHFP).

Please read this consent form carefully prior to signing.

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 information may be used or disclosed and record your consent or restrictions to this consent.

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.

We may collect information using various methods, such as: 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).

Your personal information may be collected, 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.

By signing this form, you (as a patient/parent/guardian) are consenting to the collection, use and disclosure of your personal information as described above. Please sign below if you understand and agree to the following statements in relation to our use, collection, privacy and disclosure of your patient information:

- I have read the information above and understand the reasons why my information must be collected, and the purposes for which my information may be used or disclosed.
- I understand that if my information is to be used for any purpose other than that set out above, my further consent will be obtained.
- I give my permission for my personal information to be collected, used and disclosed as described above including contact via SMS to my mobile phone number and/or email to the address I've provided.
- I understand that only my relevant personal information will be provided to allow the above actions to be undertaken and I am free to withdraw, alter or restrict my consent at any time by notifying this practice in writing.
- I believe the information that I have provided on this form to be true and correct.

Patient name (Please Print): _____

Responsible Guardian - Your name (Please Print): _____

Your relationship to patient (e.g. Mother, Father, guardian): _____

Signature: _____ **Date:** _____