



HK+S CLINIC PRIVACY POLICY

The Hunter Knee + Shoulder Clinic 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 be pro-active in your health care. We will also use the information you provide in the following ways:

- + **Administrative purposes** in running our medical practice.
- + **Billing purposes**, including compliance with Medicare and Health Insurance Commission requirements.
- + **Disclosure to others** involved in your health care, including referring doctors, 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. If necessary, we will discuss this with you.
- + **Disclosure to other doctors in the practice**, Fellows and Registrars (if you are treated at The Maitland Hospital) for the purpose of patient care and teaching. Please let us know if you do not want your records accessed for these purposes, and we will note your record accordingly.
- + **Disclosure for research and quality assurance** activities to improve individual and community health care and practice management. Information is usually de-identified. If this is not the case, you will be informed that these activities are being conducted and given the opportunity to "opt out" of any involvement.

You have a right to access the information collected about you, except in some circumstances where access might legitimately be withheld. If you would like to look at your medical record or obtain copies of some of the information contained in it, we have an application form available. There is a charge for the time taken in making the record available to you, this is explained in our access request form.