

Patient Information Form

Please complete the following information. Boxes marked with an asterisk (*) are mandatory. This information you provide will be treated as confidential, in accordance with this practice's policies.

1. General and Contact Details

Title*	<input type="text"/>	Given Name/s*	<input type="text"/>	Surname*	<input type="text"/>
		Date of Birth*	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address*	Street Address		Suburb	State	Postcode
Email*	<input type="text"/>			Phone*	<input type="text"/>
Emergency*	Contact Name	Contact Number	Relationship		
Do you have a referral?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Referral Details	GP Name	Provider No.	Date
GP Address	Practice Name & Street Address		Suburb	State	Postcode

2. Health

Physical Health—comments

3. Employment and Education

Please Tick: Child / Adolescent Student Employed Unemployed Home Duties

If adult: Employer Title / Role

Education Some High School Finished High School Trade Certificate
 Some University Bachelor Degree Post-Graduate Degree

If child: School Year Level

4. Family and Cultural Background

Country of Birth	<input type="text"/>	Age on Arrival	<input type="text"/>	Language(s) Spoken	<input type="text"/>
Family of Origin	No. of Siblings <input type="text"/>	Birth Order	<input type="text"/>	Religious Background	<input type="text"/>
Mother	<input type="checkbox"/> Living <input type="checkbox"/> Deceased	Employment	<input type="text"/>		
Father	<input type="checkbox"/> Living <input type="checkbox"/> Deceased	Employment	<input type="text"/>		
Relationship Status	<input type="checkbox"/> Single <input type="checkbox"/> Married/De Facto <input type="checkbox"/> Same Sex <input type="checkbox"/> Divorced/Separated <input type="checkbox"/> Widowed				
Partner's Name	<input type="text"/>	No. of Children	<input type="text"/>	Age/s & Name/s	<input type="text"/>

Confidentiality and Practice Fees

This document sets out your rights and responsibilities in relation to information security, access and confidentiality as well as your obligations regarding fees, cancellations and rebates.

1. Information Security and Access

In the course of your treatment, personal information about you is collected to enable your treatment. All notes taken in the course of your treatment and all communications relating to your treatment become a part of your clinical records. Your clinical records are stored electronically in your patient file, which you consent to as a patient of this practice. You have a general right to access your records (subject to some exceptions which mainly relate to privacy, health or legal considerations) and can request access to your records. Your request must be made in writing, after which your request will be discussed with you.

2. Confidentiality

All information obtained during your treatment is kept confidential and secure, except when:

- (1) It is subpoenaed by a court;
- (2) Failure to disclose the information would place you or another person at risk of harm; or
- (3) Your prior approval has been obtained to:
 - (a) provide a written report to another professional or agency—e.g. to a lawyer; or
 - (b) Discuss the material with another person—e.g. a parent or employer.

If you claim rebates from funding bodies, doctors and health practitioners may be required to provide summary reports to referring doctors, specialists and/or agencies regarding your progress.

Health research using de-identified data may be undertaken by this practice, by funding bodies or by this practice's technology providers, which you consent to as a patient of this practice.

3. Fees, Rebates and Cancellations

Fees are payable either using automatic payments or at the end of your appointment. When you make an appointment the whole appointment time is reserved for you. Please give as much notice as possible if you need to cancel or postpone your appointment. If you do not give at least 24 hours' notice you may be charged the full appointment fee.

If you are eligible for Medicare rebates, you can claim Medicare rebates automatically using this practice's online Medicare rebates claiming service. Otherwise, you can take your invoice to a Medicare office at a later date to claim your rebates.

Online Medicare Claiming & Auto Payments

Online Medicare Rebates Claiming

As well as rebates available through private health insurance (which depend on your fund and policy), you may be eligible for Medicare rebates, which were introduced for allied health, psychology and mental health services in 2006. You must be referred by a GP or other medical professional to access Medicare rebates, and you can usually claim rebates for up to 12 appointments a year for psychology and mental health services, and up to 5 appointments for allied health services. Your GP will complete an assessment to determine whether you are eligible for Medicare rebates, and therefore you should request a long consultation when you make a booking with your GP.

This practice now allows you to claim Medicare rebates instantaneously using online Medicare claiming. This means that you do not have to go to the trouble of taking your invoice to a Medicare office to claim any Medicare rebates. Instead, your health practitioner electronically submits the claim to Medicare in one click, and Medicare pays the rebate into your bank account (or your practitioner's bank account if it is a bulk bill or 'gap' claim). This saves you and your practitioner time, and also reduces the number of forms your practitioner must complete when Medicare rebates are claimed.

To claim rebates, simply provide your practitioner with your Medicare card details (this can be done using the Online Claiming and Payments Authority form which your practitioner provides), as well as the accounts where you would like Medicare to direct deposit any rebates for you. If you do not wish to provide your bank account details, Medicare can send you a cheque to your registered home address.

Auto Payments

This practice now gives you the option to use Auto Payments to pay your appointment fees. Similar to a direct debit, your fee payments are processed automatically at the time of your appointment. This means you can focus your entire appointment on treatment without the need to worry about payments. It also means less administration for your practitioner, enabling your practitioner to focus on you and help more people. When payment is processed you receive a confirmation email, in addition to the invoice from your practitioner, and you can use the invoice to claim any Medicare rebates applicable.