

**Romsey Medical centre**

99 Main Street

Romsey Vic 3434

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Lancefield Medical centre

20 Chauncey Street

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We Care for your Health**Request for copy of health record****NAME:****ADDRESS:****DOB:****DRIVERS LICENCE OR PASSPORT #:****You will be required to present this photo ID on collection of records***I request access to medical records about my treatment (written from June 2001 onwards) in one of the following ways;*Tick One

- Inspect medical records and have the opportunity to discuss notes (this requires an appointment with the doctor) RECOMMENDED OPTION;
- Receive a copy of the medical records only for the period date:
- Both of the above

In requesting access to the medical records, I acknowledge having read and understood the following:

1. The contents of the medical records are not a substitute for medical advice.
2. Medical records are written as an aid to the memory for the doctor. They are not a full description of any event, nor do they record everything that was discussed, examined or recommended during a consult.
3. The contents in the medical records are necessarily taken out of context and do not give a full picture of the consultation.
4. Medical treatment and knowledge is an evolving process and necessarily changes over time.
5. Medical terminology is unique to doctors and is frequently ambiguous to others. This can cause misinterpretation of your medical records.
6. Under the circumstance where it is deemed that release of medical records may be harmful to the patient, such records may be withheld. This would only occur in exceptional circumstances and by authority of the treating doctor and Medical Defense advice.

Signed: _____ Date: _____

*Your request will be responded to within 45 days. Fees for administrative costs, materials and handling will typically apply. Within 7 days of receiving payment, access will be provided.**For further queries, please contact the Practice Manager.***OFFICE USE**

- ID has been recorded upon collection of records
- Photocopy consent form & give copy to patient
- Record date of collection:

Staff initial.....
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