**Patient Registration Form**

We are committed to providing the best possible care to our patients. To do this, it is essential that your personal information is accurate and up to date. Please sign the consent form overleaf, to allow us to collect and use your health information.  We ask that you take a moment to complete these forms and direct any questions to reception.

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Mr Dr Mrs Ms Miss | Marital Status: |  |
| Surname: |  | Gender: | Male Female Other |
| First Name: |  | Date of Birth: |  |
| Middle Name: |  | Preferred Name: |  |
| Street Address: |  | **State & Post Code:** |  |
| Postal Address: |  | State & Post Code: |  |
| Home Phone: |  | Mobile Phone: |  |
| Work Phone: |  | Fax Number: |  |
| Email address: |  | Occupation: |  |
| Medicare Number: | Ref#:( ) | Expiry Date: |  |
| HCC / PCC / CSHC: |  | Expiry Date: |  |
| Veterans Affairs #: |  | Colour / Condition: |  |
| Private Health Fund: |  | Number: |  |
| Extras Cover | No Yes | Hospital Cover: | No Yes |
| Covered For Ambulance: | No Yes | SA Ambulance Cover #: |  |

**HEAD OF FAMILY DETAILS:** Required to process your Medicare claim, complete this section if the patient is a minor.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Are you a patient? | No Yes |
| Address: |  | Date of Birth: |  |
| Mobile Phone: |  | Relationship: |  |
| Medicare Number: | Ref #:( ) | Expiry Date: |  |

Emergency Contact

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | Relationship To You: |  |
| Home Phone: |  | | Mobile Phone: |  |
| Next Of Kin | | | | |
| Would you like us to communicate with another person about your care? No Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Name: |  | | Relationship To You: |  |
| Home Phone: |  | | Mobile Phone: |  |
| Is English your first language? specify | No Yes      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Do you require an interpreter? | | No Yes      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Payer Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Payer: |  | Claim Number: |  |
| Case Manager: |  | Date of Injury: |  |

**Health Information Collection and Use Privacy Consent Form**

**Please read this consent form carefully, tick each box and sign where indicated below.**

As a patient of our practice, we require you to provide us with your personal details and a full medical history, so that we may properly assess, diagnose, treat and be proactive in your health care needs. We aim to protect the privacy of your health information. You can request a copy of our privacy policy, which includes information about the collection, use and disclosure of your health information. We require your consent to collect your personal information, and for its use in the following ways:

* Administrative purposes.
* Billing purposes, including compliance with Medicare and Health Insurance Commission requirements.
* Disclosure to others involved in your healthcare. This includes your treating doctor and specialists outside this medical practice. This may occur though referral to other doctors, or for medical tests and in the reports or results returned to us following referrals.
* Disclosure to other doctors in the practice for the purpose of patient care and teaching.
* For research and quality assurance activities to improve individual and community health care and practice management. Only information that does not identify you is used in these circumstances.
* To comply with any legislative or regulatory requirements, such as notifiable diseases.
* For reminders and recalls which may be sent to you regarding your health care and management.

**You can decline to have your health information used in all or some of the ways outlined above, but it may influence our ability to manage your health care to provide the best outcome for you. Please read the statements below carefully and tick each box for which you agree.**

|  |  |  |  |
| --- | --- | --- | --- |
| I have read the information above and understand the reasons why my information must be collected. | | |  |
| I understand that I am not obliged to provide any information requested of me, but failure to do so  may compromise the quality of health care and treatment given to me. | | |  |
| I am aware of my rights to access the information collected about me, except in some circumstances  where access may be legitimately withheld. I will be given an explanation in these circumstances. | | |  |
| I understand that if my information is to be used for any other purpose other than set out above, my  further consent will be obtained. | | |  |
| I consent to the handling of my information by the practice for the purpose set out above, subject to any limitations on access or disclosure of which I notify this practice. | | |  |
| I understand that if I request access to information, an administration fee may be charged. | | |  |
| I consent to appointment reminders being sent to me via email, or SMS to my mobile phone. | | |  |
| I consent to receiving reminders for relevant procedures and reviews via telephone, mail, email, SMS. | | |  |
| From time to time we update you about opening times, holidays and other practice information. Are you happy to receive this information via email? | | |  |
| I am aware that this practice provides **some** online services through AutoMed Online, who maintain a secure network for the transmission of medical information & requests. Fees apply for online services. | | |  |
| I am aware that my practitioner may decline such a request and if so a full refund will be given. | | |  |
| I have read and agree to all the information provided regarding practice fees, results policies, privacy and freedom of information. | | |  |
| I am aware that this practice does NOT bulk bill and that accounts are to be paid in full on the day of consultation. On most occasions an instant rebate from Medicare / Private Health can be provided. | | |  |
| I am aware that overdue accounts must be settled, prior to further appointments being scheduled. | | |  |
| OR I am unsure and would like to discuss further with someone from the medical practice, prior to signing. | | |  |
| **Cancellation Fees:**    The following charges apply for late cancellations:   1. Cancellations within 48 hours will result in HALF the full appointment fee being charged. 2. Cancellations within 24 hours will result in the FULL the fee being charged.   Please note you are responsible for the entire fee (there will be no Medicare component)  **By signing I understand that I will be charged for the late cancellations** | | | |
| **Patient Name:** | **Guardian Name:** | | |
| **Patient / Guardian Signature:** | | **Date:** | |