



PRIVACY POLICY

Privacy and confidentiality are paramount within our practice for all patients, Medical Practitioners, Staff and visiting Allied Health Professionals.

As a small country town, all patients are friends, neighbours, teammates, work colleagues, relatives, or immediate family. To ensure confidentiality, as patients of our practice they "lose the status of friend, relation, family member, teammate, work colleague or neighbour" and are treated with the utmost respect for them as a patient. ANY breach of this protocol will result in disciplinary action and/or dismissal. Staff have been briefed on the importance of not letting ANYTHING slip to ANYONE for ANY reason under ANY circumstances at ANYTIME (a member of the family does not negate this including husbands, partners, or parents).

Equally, no patient information is disclosed to any other source outside of the patient signed consent form for sharing of information between professionals or as deemed necessary and required by our Medical Practitioner. Patient information can only be provided to the Quairading Hospital in accordance with the signed patient consent form or as directed by the General Practitioner. Information is not to be transferred by staff of our Medical Practice who may also be employed at the Quairading Hospital.

Should staff have an issue with managing any confidential matters, particularly in respect of family, they are to discuss the issue with the General Practitioner and/or Practice Manager. No excuses accepted.

All patient information is private, and patient confidentiality must be always maintained. The rights of every patient are to be respected. All information collected by this practice in providing a health service is deemed to be private and confidential.

This practice complies with Federal and State privacy regulations including the *Privacy Act 1998*, the *Privacy Amendment (Private Sector) Act 2000* and *Victorian Health Records Act 2001* as well as the standards set out in the RACGP Handbook for the Management of Health Information in Private Medical Practice 1st Edition (2002). (Refer Section 6 Privacy and Security of Health Information).

Under no circumstances are employees of this practice to discuss or in any way reveal patient conditions or documentation to unauthorised staff, colleagues, other patients, family, or friends, whether at the practice or outside it, such as in the home or at social occasions. This includes patient's accounts, referral letters or other clinical documentation.

General Practitioners and staff are aware of confidentiality requirements for all patients. encounters and recognise that significant breaches of confidentiality may provide grounds for disciplinary action or dismissal.

Every employee of this practice is aware of the Privacy and Confidentiality Policy and has signed a privacy statement with Quairading Medical Practice as part of their terms and conditions of employment. This privacy statement continues to be binding on employees even after their employment has terminated.

**Procedure**

All employees of this practice are issued with the Privacy and Confidentiality Policy and sign a privacy statement as part of their terms and conditions of employment with Quairading Medical Practice. The Policies and Procedures of the Practice are further explained during the induction of new staff members, and the induction form is signed by the new employee as confirmation that they understand and accept their obligations in relation to patient privacy and confidentiality of medical information.