

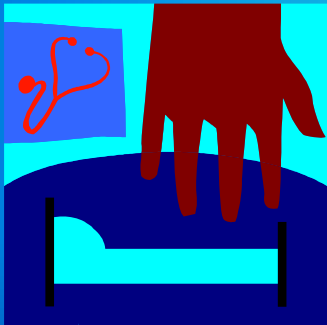
Only the least amount of information will be given in any circumstance. For example, we give only the minimum amount of information to Medicare in order to obtain the rebate for your treatment.

## Information that Does Not Identify Me

Sometimes it is necessary for SWAMS to collect information that has been de-identified.

De-identified means that any person reading the information would not in any way be able to identify the person. This may be done at times for research purposes.

SWAMS does not allow any research to be done that has not met very strict guidelines. It then must be approved by SWAMS's Board of Directors. If you don't want your information included in research please tell your doctor.



If you require more information on your privacy please talk to your doctor, the Practice Nurse or the Health Service Manager.

Further Information on Privacy Legislation is available from:  
Office of the Federal Privacy Commissioner:  
1300 363 992



South West Aboriginal Medical Service Aboriginal Corporation

### Administration

Unit 1, 11 Sandridge Road  
BUNBURY WA 6230

Telephone: (08) 9791 2779, Facsimile: (08) 9791 6476

**Toll Free: 1800 008 860**

### Clinic

South West Health Campus  
Robertson Road

BUNBURY WA 6230

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# Privacy & Your Rights



## Personal Health Information

'Your Privacy  
is

Our Business'

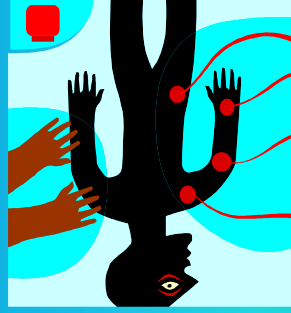
*This brochure aims to explain what Personal Health Information is and how this information is used, recorded and managed at South West Aboriginal Medical Service (SWAMS).*

## What is Personal Health Information?

Information that is about your health and that identifies you, if someone reads it, is called 'personal health information'. It includes your past, present and any planned future medical or health care.

## Why is this Information Collected?

SWAMS needs information about your past and present health to make sure you get the best care possible.



## How is my Personal Information Used

Your personal health information is used to improve the quality of care we give to all of our patients by reviewing the treatment used here at this service.

## Security of Information in this Medical Service

SWAMS will ensure that any of your personal health information that is put on computer will be kept private in the same way as this occurs with paper

## Can I access my Personal Health Information?

Yes, everyone has the right to request access to their own personal health information. You can request access to your health information and are able to discuss this health information with your doctor.

## Providing your Personal Health Information to other Health Professionals

In all but exceptional circumstances, personal health information that identifies you will not be sent to other people without your consent.

## Providing Your Information to Others

SWAMS will not disclose your personal health information to anyone without your consent or unless:

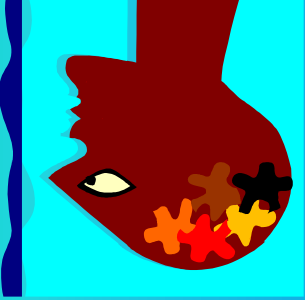
- The disclosure is necessary because you are at risk of harm and cannot give consent, for example you are unconscious and need treatment.
- Your doctor is legally obliged to disclose the information.

- The information is needed for Medicare payments or other health insurance rebates.

## What are my Rights?

You have the right to know when information about you is sent to another person, for example we will always ask your permission to refer you to a specialist.

You have the right to tell us if you don't want a particular doctor, nurse or Aboriginal health worker involved in your healthcare.



You have the right to ask us not to include your information for data collection.

You have the right to ask your doctor to see your medical records.

You have the right to raise any concerns or complaints you may have in respect to the privacy of your personal health information.