

## **PATIENT PRIVACY and CONSENT INFORMATION**

### **PRIVACY ACT**

The Privacy Act 1988 and the National Privacy Principles require medical practitioners to obtain consent from their patients for collection, use and disclosure of that patient's personal information.

**Please read the following important information, including the information about My Health Record and Generative AI on the second page and then sign your consent form.**

### **Collection**

The Practice will collect information that is necessary for the Doctors to properly advise and treat you. Such necessary information may include:

- Full medical history
- Family medical history
- Ethnicity
- Contact details
- Medicare / private health fund details
- Genetic information
- Billing and account details

The information will normally be collected directly from you. There may be occasions when we will need to obtain information from other sources, including, but not limited to:

- My Health Record
- Other medical practitioners, such as former GPs and specialists
- Other health care providers such as physiotherapist, occupational therapists, psychologists, pharmacists, dentists, nurses, radiologists, pathologists, and
- Hospitals and Day Surgery Units

Both our Practice staff and the Doctors may participate in the collection of this information. In emergency situations, we may need to collect personal information from relatives or other sources where we are unable to obtain your prior express consent.

### **Use & Disclosure**

With your consent, your treating Doctor and the Practice staff will use and disclose your information for purposes such as:

- Account keeping and billing purposes
- Referral to another medical practitioner or health care provider
- Sending specimens such as blood samples or biopsies for analysis
- Referral to hospital for treatment and/or advice
- Advice on treatment options
- The management of our practice
- Quality assurance, practice accreditation and complaint handling
- To meet our obligations of notification to our medical defence organisations or insurers
- To prevent a serious threat to an individual's life, health or safety
- Where legally required to do so, such as producing records to Court, mandatory reporting of child abuse or the notification of certain communicable diseases.

### **Storage & Transmission**

With your consent, this Practice will store the information it collects in formats including, but not limited to, hard copy and/or electronically, including Australian based servers and that transmission of such information is conducted by, but not limited to post, fax and email, both standard email and secure encrypted email when available at the receiving end.

### **My Health Record**

North Coast Surgical Suite has practice management software that can access My Health Record to allow the treating doctors access to a patient's complete medical history for optimal medical treatment. All North Coast Surgical Suite Staff are trained in and follow the strictest confidentiality requirements.

NB: When signing the patient consent document you will be given the option to consent to the accessing of information in your My Health Record.

**Generative AI** (i-scribe.com.au) is used by the doctors who work at North Coast Surgical Suite

**What this means:** a temporary recording is made of your conversation with your practitioner and this is used by the programme to quickly and accurately generate clinical notes and letters for your file.

#### **IMPORTANT to NOTE:**

- your data is **not** stored permanently
- **i-scribe** is Australian Owned, Australian based, adheres to the Australian Privacy Principles and securely stores the data in Australia until deleted
- All notes and letters are checked and approved by your doctor
- All clinical decision-making is performed by your doctor, the AI tool is used solely for the documentation process

#### **YOUR CONSENT IS REQUIRED TO PROCEED:**

NB: When signing the patient consent document you will be given the option to consent to the use of generative AI by your doctor.