

# Request for Access to Health Records



<b>Family name:</b>	<b>Given name(s):</b>
<b>Date of birth:</b>	
<b>Your address:</b>	
<b>Best contact phone number:</b>	

Are you requesting on behalf of another person?      Yes    No    (please circle)

Are you their legal guardian?                              Yes    No    (please circle)

If yes, please give their details below:

<b>Family name:</b>	<b>Given name(s):</b>
<b>Date of birth:</b>	
<b>Address:</b>	
<b>Best contact phone number:</b>	

## This request is about (please tick one)

- all my records
- records relating to these services .....
- records relating to this time .....

## I would like (please tick one)

- A copy of my health record (please note that charges apply – see over)
  - as a paper copy       on a CD
- I want a copy of my health record sent to the organisation named below  
.....
- Other (please give details)  
.....

.....  
*Signature of person making request*                              *Signature of parent/guardian (if under 18)*

.....  
*Name & signature of interpreter used to assist with consent*      *Date*

# Request for Access to Health Records



Below is the schedule of charges that **may** apply as set out by the Health Records Regulations 2012 (Victoria). These amounts are current from 1<sup>st</sup> July 2015.

A combination of the charges below may apply.

Item	Fee cap from 1 <sup>st</sup> July 2015
<i>Time for supervising the review the records</i>	<i>\$16.30 per half hour</i>
<i>Copying of health information</i>	<i>20 cents per page for A4 black and white</i>
<i>Time for assessing and collating records</i>	<i>\$34.00</i>
<i>Transportation of off-site records</i>	<i>\$16.30</i>
<i>Postage</i>	<i>Actual postage costs.</i>
<i>Providing a summary of information to an individual</i>	<i>\$39.40 or the usual consultation fee (up to \$127.80). NOTE: whichever is the larger amount can be charged.</i>