

Request for Access to Information

Dear Applicant,

Thank you for your enquiry regarding accessing information through the *Health Records Act 2001*. Please complete the enclosed application form and post it together with a photocopy of your personal identification such as a Driver's Licence, Passport or Keypass to this address:

The Privacy Officer

Health Information Services Department
Ramsay Clinic Albert Road
31 Albert Road
Melbourne VIC 3004

Email: healthinformations1@ramsayhealth.com.au
Fax Number: (03) 9256 8324

There are costs involved in providing information. These charges are:

- ✦ Administration fee \$40.80
- ✦ Transporting records held off site \$19.60
- ✦ Photocopying/Scanning at 20c per page (An invoice will follow once initial request is made)

Our preferred method of sending documents is via email. If you prefer to have a hard copy we can send via courier (courier charges will apply)

When your application form has been received, a search will be made for the information you seek. Under the *Health Records Act 2001* an organisation has 45 days to provide the information that is being requested.

If you have any queries, please do not hesitate to call the Privacy Officer on (03) 9256 8352

Yours sincerely,

Health Information Services
Ramsay Clinic Albert Road