



## Australian Government

### Department of Health

### Request for access to documents under the *Freedom of Information Act 1982 (Cth)*

The Department of Health (Health) does not generally hold personal health records about individuals such as; medical practitioner notes, hospital records, pathology and other diagnostic test results or allied health practitioner records. Such documents may be obtained either directly from an individual's practitioner, or relevant private hospital. State/Territory public health records may be sought through State/Territory Freedom of Information processes. Details of other processes can be found on the relevant State/Territory health department website.

#### Applicant's Details

|   |  |
|---|--|
| Title                                     |  |
| Surname                                   |  |
| Given name                                |  |
| Company/Representative<br>(if applicable) |  |
| Postal Address                            |  |
| Email and Telephone                       |  |

#### Representative/ Consultant's Details

If you are lodging a Freedom of Information (FOI) request on behalf of another person, you must provide evidence to demonstrate that you are authorised to act on their behalf to:

- Make an FOI request on their behalf;
- Communicate with the Health in relation to the FOI request; and
- Receive copies of documents that may be released by Health.

Authorisations may be in the form of a letter (eg. on company letter head), signed by the person, confirming the above or a copy of current power of attorney documentation.

MDP 350, GPO Box 9848, Canberra ACT 2601

Ph: +61 2 6289 1666 or Freecall: 1800 020 103

[www.health.gov.au](http://www.health.gov.au)

ABN: 83 605 426 759

|                               |  |
|-------------------------------|--|
| Title                         |  |
| Surname                       |  |
| Given name                    |  |
| Company (if applicable)       |  |
| Postal Address                |  |
| Email and Telephone           |  |
| Client authorisation attached | Yes <input type="checkbox"/> No <input type="checkbox"/> |

### Documents requested

Access to the following documents is requested:

*(Please describe the documents you want access to as clearly as possible)*

If there is any additional information that would assist Health to process your request, please attach it to this form.

The applicant's preferred means of accessing the documents identified above is:

- To receive a copy by post
- To receive a copy by email
- To inspect the documents at the office of Health

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## Consultation with third parties

If the documents identified relate to an individual/organisation (other than the applicant) it may be necessary for Health to consult that individual/organisation in order to obtain their views about the potential release of documents.

Where consultation with a third party is necessary:

- the client/ applicant consents to the disclosure of their identity for the purposes of third party consultation.

Yes  No

## FOI Charges

The costs relating to FOI requests for other documents, such as policy documents or reports, are determined by the *Freedom of Information (Charges) Regulations 1982*. Where considered appropriate an estimate of charges will be provided to you by Health.

There is no charge to access your own documents.

## Lodging an FOI request

Lodge your FOI request to Health by:

|       |   |
|-------|---|
| Post  | Director<br>Freedom of Information<br>Legal Advice & Legislation Branch<br>Department of Health<br>MDP 350<br>GPO Box 9848<br>Canberra ACT 2601 |
| Email | <a href="mailto:foi@health.gov.au">foi@health.gov.au</a>  |

## Further information

If you have any questions about making an FOI request to Health, please contact the FOI Unit on 02 6289 1666 or at [foi@health.gov.au](mailto:foi@health.gov.au)

## Privacy Statement

Health is subject to the *Privacy Act 1988* (Cth) and must comply with the Information Privacy Principles. Personal information provided in this form will be used for the purposes of processing the FOI request.