

USE AND DISCLOSURE

SKG Radiology believes that the team approach to healthcare provides patients with the best possible medical outcome, treatment and care.

SKG will use and disclose your information for the following purposes:

- To provide information/recommendations to medical practitioners, registered nurses and other allied health professionals who participate in your treatment, ongoing health care and medical management.
- To supply results/reports and/or imaging pertaining to your medical management, to a hospital where you have been admitted for treatment/surgery.
- Sending of specimens for analysis.
- Account keeping and billing purposes.
- For internal administrative requirements.
- To prevent or lessen serious threat to an individual's life, health or safety.
- To prevent or lessen serious threat to public health or public safety.
- Where legally required to do so, such as producing records to court, mandatory reporting of child abuse or the notification of diagnosis of certain communicable diseases.
- To provide information or medical reports in relation to workers compensation or motor vehicle claims to insurer.
- For quality assurance or clinical audits for complaint handling or notification to our medical defence organisations or insurers.

We will ensure that any use or disclosure is limited to what is necessary.

All SKG staff are bound by a duty of confidentiality.

Your information and imaging may be transferred overseas for clinical trials or treatment in cases where you have given consent to the trial coordinator or treatment entity for this to occur.

Imaging performed in Emergency situations between 11.00pm and 7.00am may be sent to an Australian Accredited Radiologist for urgent reporting, who may be located overseas at the time of reporting.

If you believe health information held about you is incorrect, incomplete or inaccurate, then you may apply for it to be corrected.

More information can be found at www.skg.com.au/asp/privacypolicy.aspx.

YOUR GUIDE TO

PATIENT PRIVACY



PRIVACY GUIDE FOR PATIENTS

SKG Radiology respects the privacy of patients and their families. We are committed to ensuring that your personal health information is managed in accordance with the Australian Privacy Principles 2014 contained in the Privacy Act 1988.

SKG Radiology respects your right to know what health information is being collected by us and how such information is used or disclosed.

COLLECTION

SKG Radiology may collect the following personal and health information about you:

- Medical history
- Billing / account details
- Medicare number / private Health Fund details
- Family, social and employment history
- Name, address and contact details

“Personal information” is information about you, which identifies or could reasonably identify you.

“Health information” may include information such as the nature of the problem, family history, diagnosis and treatment.

The term “health information” also extends to information about people other than you, such as your family members, that SKG Radiology may receive in the course of providing a health service.

There may be occasions when we will need to obtain health information about you from a third party, for example:

- Hospitals and day surgery units
- Other medical imaging practices
- Other medical practitioners, such as GPs and specialists
- Other healthcare providers such as physiotherapists, psychologists, pharmacists, dentists, etc.

In emergency situations, we may need to collect information from relatives or other sources where we are unable to obtain your prior express consent.



ACCESS

SKG Radiology supports your right to see what information we hold about you. You are entitled to access this information at any time convenient to both yourself and the practice.

If you wish to access the personal information we hold about you, please contact the Privacy Officer. To assist you in the process, you may wish to complete an Access Request Form available on request or on our website www.skg.com.au.

A fee may be charged to cover the cost of copying or printing records. SKG Radiology can refuse you access to your health information only if:

- The request for access is frivolous or vexatious.
- There is a legal impediment to access.
- In the interests of national security.
- Providing access would have an unreasonable impact on the privacy of other individuals.
- Providing access would pose a serious threat to your life or health or that of any individual.
- Providing access would pose a serious threat to public health or public safety.
- Where legal proceedings have been commenced or are threatened against SKG Radiology. Withholding access to certain health information in these circumstances is authorised by law.

If SKG Radiology deems it necessary to deny your application for health information, then we will give you written reasons for this.