

## **Hodgson Optical Privacy Policy – Plain English Version September 2015**

In order to provide the best possible eye care, our optometrists need to collect information about patients. This Privacy Policy outlines how we protect patients' privacy, with respect to that information.

Basic information about patients, including contact details, is acquired when they contact any of our practice locations to arrange an appointment.

More detailed personal information is obtained when a patient attends for a consultation, and includes, but is not limited to address, date of birth, doctor's name(s), health fund details, details of eye, vision and health problems, medications, family health history, type of employment, hobbies and visual tasks. We only seek to acquire information that will be relevant to the clinical needs of the patient.

Occasionally, patient information is acquired through a third party, such as Medicare, Dept of Veterans Affairs, etc. This information only relates to eligibility for services provided by those bodies, and is not used except for third party billing procedures.

Personal details are sometimes forwarded to other health professionals, for instance when a patient is referred to an ophthalmologist for specialist eye care, or if a report is sent to the patient's GP. In these cases the patient is asked to consent that their medical information will be shared and notified of the proposed manner of transmission e.g. email, fax, post. Apart from the inter-professional exchange of information, we do not disclose patient information in any form, except with the express written permission of the patient.

Information about children under the age of 18 is disclosed to their parent/s or guardian unless we are instructed otherwise.

Record files are kept for each patient, accessible only to optometrists and practice / health centre staff, who are bound by confidentiality clauses in their terms of employment. Accounting and contact details are also kept on computer. This information is accessible only by trained staff, and is password protected.

A patient can arrange to view information that is held about them, and correct or update it, if need be. A suitable time would be arranged for such a viewing, with an optometrist on hand to interpret the information, or explain any terms used. A fee may be charged for this service.

Privacy management is part of Hodgson Optical's commitment to professional eye care. Any queries on Privacy can be directed to:

Martin Hodgson

[martinhodgson@hotmail.com](mailto:martinhodgson@hotmail.com)

0438 062768