



MEDICAL RECORD ACCESS FORM (PATIENT REQUEST)

In accordance with the Health Records Act 2001 it may take a maximum of 45 days to complete individual requests.

SECTION 1 – APPLICANT DETAILS

Name of Applicant:

If not the patient, consent must be obtained where possible and attached.

State relationship to patient i.e. Guardian, Parent, Power of Attorney etc _____

(If Power of Attorney please provide a copy of documentation)

Postal Address:

Postcode:

Telephone Number: (Home) _____
(Mobile) _____

(Work) _____

***Please provide a copy of one of the following forms of identification:
Drivers Licence, Passport or other form of Photo Identification.***

SECTION 2 – PATIENT DETAILS

Which Epworth campus are you requesting medical records from: Richmond Eastern Brighton
 Freemasons Camberwell

Name of Patient: _____

Date Requested: _____

Date of Birth: _____

UR Number (If Known): _____

SECTION 3 – REQUEST DETAILS (Please tick relevant box):

Do you want access to all or part of you medical record? All Part Summary

If partial access is required, describe clearly the documents / admissions you require:

What form of access do you require?

Photocopy of Record View the record View the record with explanation Summary

What is the reason for your request?

If you are requesting a photocopy of the record, to whom should it be sent to?

Applicant General Practitioner Solicitor Other (please specify) _____

If record is being sent to your General Practitioner / Solicitor or Other, please provide their name and address:

SECTION 4 – ACKNOWLEDGEMENT OF COSTS

I acknowledge that there is a cost involved in providing the requested information and that payment is required on/or prior to collection. A statement outlining the charges will be forwarded.

Signature: _____

Date: _____

Please return completed form to: Privacy Officer, Health Information Services at either:

Epworth Richmond – 89 Bridge Rd, Richmond, 3121

Epworth Eastern – 1 Arnold St, Box Hill, 3128

Epworth Freemasons – Private Bag 3, 166 Clarendon St, East Melbourne, 3002

Epworth Rehabilitation Brighton – 85 Wilson Street Brighton, 3186

Epworth Rehabilitation Camberwell – 888 Toorak Rd, Camberwell, 3124