



Request for Access to Medical Information or Records

Forward to: The Privacy Officer, mlcoa, PO Box 978, Springhill QLD 4004 or privacy@medhealthgroup.com.au

Applicant Details

Status of relationship to claimant/examinee	<input type="checkbox"/> Self <input type="checkbox"/> Other → _____ (specify)
Surname (claimant/examinee)	_____
Other Names (claimant/examinee)	_____
Postal Address (claimant/examinee)	_____
Contact Detail(s) (claimant/examinee)	☎: _____ e: _____

Proof of Identity (or Authority for Access)

In order for **mlcoa** to comply with our obligations in accordance with the Privacy Act and to safeguard your privacy, proof of identity is required before access is given to medical information and records held by us; therefore:

If you are the claimant/examinee - please provide a copy of one of the following forms of identification:

* Drivers Licence * Identifying page of Passport * Birth Certificate * Naturalisation or Citizenship Certificate

If you are representing the claimant/examinee - please provide a copy of the written consent of the claimant/examinee or a copy of the written legal authority to request such medical information or records.

Request Details

Appointment Details	Date of examination _____ Location _____ (city)
Detail the information or records you are requesting	_____
To whom should the information or record be sent?	<input type="checkbox"/> Self <input type="checkbox"/> General Practitioner <input type="checkbox"/> Solicitor <input type="checkbox"/> Other If the record/information is being sent to your General Practitioner/Solicitor or Other, please provide their name, address and contact details below:

Applicant signature and acknowledgement of Administration Charge

mlcoa does not apply any fee for your application for access to personal information or records held by us.

We do, however, apply an **administration charge** for the time, resources and expense incurred by us for retrieving, duplicating and forwarding the information or records requested.

Any administration charge will be determined at the time of receiving this request and will be advised to you; the charge will not exceed any applicable fee schedule if regulated by law. Any applicable administration charge is to be paid prior to release of the information or records.

Payment of any administration charge is to be made by cheque or money order (payable to mlcoa)

Please note that **mlcoa** may require up to 30 days to retrieve, duplicate and forward the information requested.

I, the applicant, hereby acknowledge that an administrative charge for provision of the requested information may apply and that payment will be required prior to provision of the information requested.

(signature)

(date)