

SECTION ONE – APPLICANT DETAILS

1. Name of Applicant: _____

2. What is your relationship to the subject of the requested information?

- | | |
|--|--|
| <input type="checkbox"/> Parent | <input type="checkbox"/> Relative (> 18 years & member of subject's household) |
| <input type="checkbox"/> Spouse | <input type="checkbox"/> Exercising enduring power of attorney |
| <input type="checkbox"/> Guardian | <input type="checkbox"/> Nominated by subject to be contacted in an emergency. |
| <input type="checkbox"/> Child or Sibling (>18 years of age) | <input type="checkbox"/> Intimate personal relationship with subject |

3. Reason for application to access documents

4. Applicant's contact details:

a) Contact numbers: _____ (home) _____ (work)

I acknowledge that there may be an administrative charge involved in processing my request and providing access to the requested information. I will be provided with an estimate of the administrative charge with is to be paid prior to access to the requested information

Date: _____

 Signature of Applicant

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Custodian: Carole Portolesi	Next review: February 2017	Version: 2

SECTION TWO – DETAILS OF REQUEST

1. Patient name and record number [if known]: _____

2. Please outline the specific nature of information requested:

3. Do you wish to receive a copy of the information or do you wish to review the information in the hospital?

4. If a copy of the requested information is requested, please nominate a recipient:
 a) Name of recipient: _____
 b) Relationship with recipient: _____
 c) Address: _____
 _____ State _____ Postcode _____

5. Please specify the preferred method of receiving a copy of the requested information:

- Mail
- Collection (by the applicant)
- Collection (by recipient nominated in Q4 above)

Please note that if the copy of the requested information is to be collected in person, we will require photographic identification to validate the identity of the recipient.

Please note that it is our usual practice to send the copy of the requested information by ordinary mail.

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