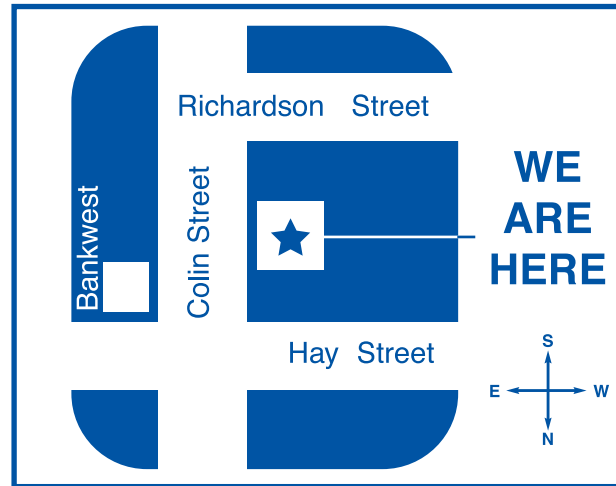


A formal charter of Patients' Rights and Responsibilities has been developed and endorsed by the facility in the interests of all those in our care

Please take the time to read the information provided



Colin Street Day Surgery
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WEST PERTH WA 6005
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Colin Street Day Surgery

**Patients Rights,
Responsibilities
& Privacy**

V1/2005

V4/2012

Colours: Black ■ Reflex ■

Size: 210 x 297mm 483 x 453mm

Stock / Material: 148gsm Satin

Special Instructions: Fold to DL

Please check carefully.

Whilst every care has been taken with the preparation of your proof, we kindly remind you that the ultimate responsibility for accuracy rests with you.

Approved Yes

Signature:

Date:

Please print out & sign off. Proof can be scanned in & emailed back or alternatively faxed back to (08) 6389 4150

AS A PATIENT OF CSDS YOU HAVE THE RIGHT TO:

- Be treated with respect for your dignity, beliefs and right to privacy
- High standards of care consistent with your needs
- An explanation of your procedure and its associated risks before giving consent
- Interpreter services
- Decline treatment after accepting responsibility for the consequences
- Have advice on how to make a complaint or contribute in quality initiatives
- Be aware of all costs involved in your treatment
- Advice on care after discharge
- Access your medical record if required
- Provide feedback on how we can improve your patient experience and health outcomes.

V1/2005

V4/2012

AS A PATIENT OF CSDS YOU HAVE THE RESPONSIBILITY TO:

- Co-operate with staff during your treatment in order to aid your recovery
- Be open and frank about your medical history so as to ensure you receive the best care
- Accept the consequences of your own decisions on health matters
- Direct any criticisms of the facility to a staff member so that appropriate steps can be taken to remedy any problem (refer to complaints brochure)
- Respect the dignity of staff members, other patients & visitors and their right to a safe environment
- Be considerate in your arrangements with the Day Surgery.
- Have respect for our relevant policies and processes.

YOUR PRIVACY

Colin Street Day Surgery is committed to ensuring that your personal information is professionally managed in accordance with the Privacy Act 1988 and all relevant State legislation (Privacy Legislation).

Data required by law

We have legal obligations to provide various data sets of information about our patients to the following entities:

- State Health Departments (all patients and all notifiable diseases)
- Private Hospitals Data Bureau (admitted patients only)
- Registrar General's Office (births & deaths only)
- Hospital Case-mix Protocol (all privately insured admitted patients)

How we treat your information confidentially

Apart from the uses listed above or otherwise permitted under the Privacy Legislation, using or disclosing your personal information will be done only with your consent. In addition, your information will be disposed of confidentially, in line with accepted document disposal schedules and standards.

How we store your information

Our computer Patient Mg System is accessed by password only and as a paper health record stored in a locked, secured filing room with restricted access.