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**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**

**51 COLIN STREET  
WEST PERTH WA 6005**

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**Colin Street Day  
Surgery**

**Patients Rights,  
Responsibilities**

**& Privacy**

## 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
- The services of an interpreter
- Decline treatment after accepting responsibility for the consequences
- Have advice on how to make a complaint
- Be aware of all costs involved in your treatment
- Advice on care after discharge
- Access your medical record if required

## 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

## 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.

### ***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 cabinet.