

Application for Administrative Access for your own health record

Privacy notice: The Hospital and Health Boards Act 2011 imposes a strict duty of confidentiality. Information requested in this application is to verify your identity to protect your personal health information from being disclosed to persons other than you or your authorised agent.

Applicant details (please print or type)

Title (Mr/Mrs/Ms/Dr)	Surname	
Given Names		Date of Birth
E-mail	Day-time Contact Phone	
Postal Address		
Suburb / Town	State / Territory	Postcode

Details of Request

<input type="checkbox"/> Discharge Summary	<input type="checkbox"/> Inpatient Hospital Notes	<input type="checkbox"/> Outpatient Notes
<input type="checkbox"/> Community Health Service Notes	<input type="checkbox"/> X-rays; MRI & CT Reports	<input type="checkbox"/> Pathology Results
<input type="checkbox"/> Other (please specify including dates):		

Solicitor Only

Are you seeking access on someone's behalf?		
<input type="checkbox"/> Yes, I am an agent requesting the record of:		
Patient's Surname	Given Names	Date of Birth

Preferred Access Type (tick one only)

<i>Note: Your preferred access type may not be available.</i>		
<input type="checkbox"/> Email via 'Kiteworks'	<input type="checkbox"/> CD copy	<input type="checkbox"/> Photocopy
Signature	Date (dd/mm/yyyy)	

How to Apply

Note: You will need to provide proof of identity to access health records (see page 2). Documents will normally be available within 15 working days.

- In person:** You may lodge at any Qld Health Public Hospital facility so that identity can be verified by Qld Health staff.
By post: Complete form, provide certified* supporting documentation (see page 2)

More information on Cairns and Hinterland HHS website - https://www.health.qld.gov.au/cairns_hinterland/html/roi-about

Proof of Identity and Authority

One (1) form of identification such as:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Current Australian photo driver's licence, front and back • Adult Proof of Age Card (formerly the 18+ card) • Current passport • Original birth certificate | <ul style="list-style-type: none"> • Current photo ID card • Citizenship Certificate or Official Immigration Papers • Prisoner identity card certified by a Corrective Services Officer |
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*Copies of documents submitted in support of an application must be certified as a true and correct copy by a qualified witness. A certified copy is considered valid if it is witnessed by a lawyer or a notary public or a commissioner for declarations or a justice of the peace.

Office use

Date received:		Date released:	
Method of release (tick one)	<input type="checkbox"/> In person (over the counter)		
	<input type="checkbox"/> Express post / registered mail		
	<input type="checkbox"/> Kiteworks		
Scan and email to:	ROI-CBH@health.qld.gov.au		
Officers' name:			
Signature:		Date:	