

Privacy and Personal Health Information

6.1 Privacy and Security of Personal Health Information

Policy

This practice is bound by the *Federal Privacy Act 1998* and National Privacy Principles, and also complies with the NSW Health Records and Information Privacy Act 2002.

'Personal health information' a particular subset of personal information and can include any information collected to provide a health service.

This information includes medical details, family information, name, address, employment and other demographic data, past medical and social history, current health issues and future medical care, Medicare number, accounts details and any health information such as a medical or personal opinion about a person's health, disability or health status.

It includes the formal medical record whether written or electronic and information held or recorded on any other medium e.g. letter, fax, or electronically or information conveyed verbally.

Our practice has a designated person, the Practice Manager with primary responsibility for the practice's electronic systems, computer security and adherence to protocols as outlined in our Computer Information Security policy (Refer 6.1.1). This responsibility is documented in the Position Description. Tasks may be delegated to others and this person works in consultation with the privacy officer.

Our Security policies and procedures regarding the confidentiality of patient health records and information are documented and our practice team are informed about these at induction and when updates or changes occur.

The practice team can describe how we correctly identify our patients using 3 patient identifiers, name, and date of birth, address or gender to ascertain we have the correct patient record before entering or actioning anything from that record.

For each patient we have an individual patient health record (paper, electronic or a combination of both, "Hybrid") containing all clinical information held by our practice relating to that patient. The Practice ensures the protection of all information contained therein. Our patient health records can be accessed by an appropriate team member when required. We also ensure information held about the patient in different records (e.g. at a residential aged care facility) is available when required.