

## ACCESS TO MEDICAL RECORD

Please find attached a Request to Access a Patient Record form. This form needs to be completed, signed and returned to:

Tammy Ware  
Manager, Health Information Services  
Mater Health Services North Queensland Ltd.  
Locked Bag 1000  
AITKENVALE BC 4814

With the completed form, please enclose a photocopy of your drivers licence or another form of photographic identification.

FEES: *GST is applicable*

Standard (50 pages or less) a fee of \$77 (Includes GST) is charged to provide copies of clinical notes,

Bulk (More than 50 pages) on top of the standard \$70, each extra page is charged at 50 cents per page (+ GST)

Fees are based on the following:

- Search and retrieval of the medical record
- Copying of clinical notes
- Delivery of clinical notes
- Administrative and processing costs

In accordance with the hospital policy 256 – Medical Records: Disclosure of Patient Medical Records. Please note that records will be available within a maximum of 30 days, and clinical notes will not be released until payment is received.

If you have any further questions or concerns please do not hesitate to contact me directly on (07) 4727 4337 , fax 07 4727 4153 or via email at [Tammy.Ware@matertsv.org.au](mailto:Tammy.Ware@matertsv.org.au)

Kind Regards

Tammy Ware  
Health Information Manager  
Health Information Services