



Privacy Policy Narangba Family Medical Practice

Policy

All patient information is private and confidentiality of patient information must be maintained at all times. The rights of every patient are to be respected. All information collected by this practice in providing a health service is deemed to be private and confidential.

This practice complies with Federal and State privacy regulations including the *Privacy Act 1998*, the *Privacy Amendment (Private Sector) Act 2000* and *Victorian Health Records Act 2001* as well as the standards set out in the RACGP Handbook for the Management of Health Information in Private Medical Practice 1st Edition (2002). (Refer Section 6 Privacy and Security of Health Information), RACGP Standards for general practice 5th Edition core standard 6 criterion C 6.3

Under no circumstances are employees of this practice to discuss or in any way reveal patient conditions or documentation to unauthorised staff, colleagues, other patients, family or friends, whether at the practice or outside it, such as in the home or at social occasions. This includes patient's accounts, referral letters or other clinical documentation.

General Practitioners and staff are aware of confidentiality requirements for all patient encounters and recognise that significant breaches of confidentiality may provide grounds for disciplinary action or dismissal.

Every employee of this practice is aware of the privacy policy and has signed a privacy statement as part of their terms and conditions of employment. This privacy statement continues to be binding on employees even after their employment has terminated.

Procedure

All employees of this practice are issued with the privacy policy and sign a privacy statement as part of their terms and conditions of employment. The policies and procedures of the practice are further explained during the induction of new staff members, and the induction form is signed by the new employee as confirmation that they understand and accept their obligations in relation to patient privacy and the confidentiality of medical information.

A sample Privacy Statement Form to sign can be found in the Job Package forms provided at the end of the Human Resources section.

RACGP 5th edition Standards CS 3 , CS 6.3, CS 8