



## Australian Government

### Department of Health

## Request for access to documents under the *Freedom of Information Act 1982 (Cth)*

### Personal Health Records

The Department of Health (department) does not generally hold personal health records about individuals such as: medical practitioner notes, hospital records, pathology and other diagnostic test results, or allied health practitioner records. Such documents may be obtained directly from an individual's practitioner, or a relevant private hospital. State/Territory public health records may be sought through State/Territory Freedom of Information processes. Details of these processes can be found on the relevant State/Territory health department websites.

### Access to documents under the *Freedom of Information Act 1982 (Cth)*

Use this form for access to documents under the *Freedom of Information Act 1982 (Cth)*, which are not personal health records.

### Applicant's details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/> Insert any other identification titles text.
Surname	<input type="text"/> Enter surname.
Given name	<input type="text"/> Enter given/first name.
Company/Representative (if applicable)	<input type="text"/> Enter company/representative (if applicable).
Postal Address	<input type="text"/> Enter postal/mailing address.
Email and Telephone	<input type="text"/> Enter email address and telephone/contact details.
Applicant's signature	<input type="text"/> Add signature
Date	<input type="text"/> Enter date

## Authorisation – access to documents on behalf of another person

If you are lodging a Freedom of Information (FOI) request on behalf of another person, you must provide proof of identity (for example; Australian driver's licence, passport, citizenship certificate or birth certificate) and a signed letter or copy of power of attorney documentation, to demonstrate that you are authorised to:

- make an FOI request on their behalf;
- communicate with the department in relation to the FOI request; and
- receive copies of documents that may be released by the department.

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text" value="Insert other identification title."/>
Surname	<input type="text" value="Enter surname."/>
Given name	<input type="text" value="Enter given/first name."/>
Company (if applicable)	<input type="text" value="Enter company (if applicable)."/>
Postal Address	<input type="text" value="Enter postal/mailling address."/>
Email and Telephone	<input type="text" value="Enter email address and telephone/contact details."/>
Authorisation and proof of identity attached	<input type="text" value="Choose Yes or No for client authorisation."/>
Signature	<input type="text" value="Add signature"/>
Date	<input type="text" value="Enter date"/>

## Documents requested

Access to the following documents is requested:

*Please describe the documents you want access to as clearly as possible.*

If there is any additional information that would assist the department to process your request, please attach it to this form.

### Preferred method of contact

The applicant's preferred means of accessing the documents identified above is:

- ☐ To receive a copy by post (please ensure a postal address is provided)
- ☐ To receive a copy by email (please ensure an email address is provided)
- ☐ To inspect the documents at the office of the department

### Consultation with third parties

If the documents identified relate to an individual/organisation (other than the applicant), it may be necessary for the department to consult that individual/organisation in order to obtain their views about the potential release of documents.

Where consultation with a third party is necessary, the applicant consents to the disclosure of their identity for the purposes of third party consultation.

Choose Yes, No or n/a if the applicant agrees to disclose their identity for third party consultation.

### FOI charges

Charges relating to FOI requests are determined by the *Freedom of Information (Charges) Regulations 2019*. Where considered appropriate, an estimate of charges will be provided to you once documents within the scope of your request are identified.

There is no charge to access your own documents.

### Lodging an FOI request

Lodge your FOI request to the department by:

Post	FOI Unit (MDP 516) Department of Health GPO Box 9848 Canberra ACT 2601
Email	<a href="mailto:FOI@health.gov.au">FOI@health.gov.au</a>

### Further information

If you have any questions about making an FOI request to Health, please contact the FOI Unit on 02 6289 1666 or via email: [FOI@health.gov.au](mailto:FOI@health.gov.au).

### Privacy statement

Personal information provided in this form will only be used for the purposes of processing the FOI request. Read more about [our privacy policy](#).