

## Patient Consent to Collect and Disclose Information

The **Privacy Act 1988** (Cth) ('Privacy Act') requires organisations such as SKG Radiology (Maga Pty Ltd ABN 32 097 093 448) (SKG Radiology, we, us, our) to obtain consent from individuals to collect, use, store and disclose personal information.

There are permitted health situations where your consent is not required for us to handle your health information. These situations include:

- Collection of information to complete your imaging examination.
- To prevent or lessen a serious threat to an individual's life, health or safety or to public health or safety, where it is unreasonable or impracticable to obtain your consent, such as producing records to court, mandatory reporting of child abuse or the notification of diagnosis of certain communicable diseases.

If we cannot collect, use and disclose your personal information, we may not be able to provide our services to you.

## Our Privacy Policy

Our Privacy Policy, available on our website at [www.skg.com.au](http://www.skg.com.au) or on request at our branches, provides information about:

- How you may access and correct the personal information that we hold about you; and
- How you may complain about a breach of privacy by us and how we deal with privacy complaints.

Any queries about SKG Radiology and privacy should be directed to SKG Radiology's Privacy Officer on +61 8 9320 1200 or by email to [support@skg.com.au](mailto:support@skg.com.au).

## Collection

SKG Radiology collects, uses, stores and discloses personal information that is necessary to properly advise, diagnose and treat you. This may include, for example, your:

- medical history
- billing / account details
- Medicare / private health fund details
- family, social & employment history
- name, address & contact details

Such information will normally be collected directly from you. There may be occasions when we will need to obtain information from other sources where we are unable to obtain your prior express consent, for example:

- hospitals and day surgery units
- other medical practitioners, such as GP's and specialists
- other medical imaging practices
- other health care providers, such as physiotherapists, psychologists, pharmacists, dentists, nurses

Both our practice staff and medical practitioners may participate in the collection of this information.

In emergency situations, we may need to collect personal information from relatives or other sources where we are unable to obtain your prior express consent.

## Use & Disclosure

Your information may be used and disclosed for purposes such as:

- to supply results / reports / images / recommendations to your referring doctor pertaining to your medical management
- to supply results / reports / images / recommendations to other medical practitioners, registered nurses, and other allied health professionals who participate in your treatment, ongoing healthcare and medical management
- to supply results / reports and / or imaging pertaining to your medical management to a hospital where you have been admitted for treatment or surgery
- sending of specimens obtained during your examination for analysis
- advice on treatment options
- account keeping and billing purposes
- managing our practice
- leave messages (e.g. for appointment confirmation) on your phone or with persons answering any telephone numbers provided by you
- to provide information or medical reports in relation to workers' compensation or motor vehicle claims to insurers
- quality assurance, practice accreditation and complaint handling
- to meet our obligations or notification to our medical defence organisations or insurers
- other purposes authorised by law

Wherever possible, your data will be de-identified. SKG Radiology only discloses personal information where this would be considered reasonable to provide an optimal patient service and as required by law.

## Overseas Use & Disclosure

SKG Radiology provides imaging services as part of clinical trials, and for surgical planning. This may mean that your information is transferred or accessed overseas by the trial organiser or surgical planning vendor. Clinical trial information is usually provided to local organisations as de-identified data. Your explicit written consent will be obtained for access by surgical planning vendors.

Between the hours of 10pm and 8am, it may be necessary for us to transfer your imaging and personal details for urgent reporting by an Australian-accredited radiologist, who may be located overseas at the time of reporting.

## Access

SKG Radiology uses secure information systems to make your imaging and reports accessible to your referrer and other health professionals as outlined above. Full access to all electronic imaging records is allowed. Any health care provider who is given access to your images is subject to privacy and confidentiality obligations in respect to that information.

## Your Rights

You may choose not to provide consent to our handling of your information in respect to certain aspects of the information provided above. If so, you must approach SKG Staff to action any specific request in relation to your examination, which will be documented on your record.

Where you do not consent to your imaging being provided electronically to your health care providers, you will be provided with CD or film copies of your scans. Electronic access will be limited or disabled, which may reduce the efficiency of the health care services provided to you.