

## APPLICANT DETAILS

Photo Identification must be supplied with all personal Freedom of Information applications (e.g. photocopy of driver's licence or passport)

Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Telepho Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## IF THE APPLICANT WAS NOT THE PATIENT

If the applicant is not the subject of the request for personal information, the consent of the subject must be obtained. In the case of a deceased person, the consent of the person's primary beneficiary, executor, senior available next of kin who is 18 years or over is required. Proof of the relationship or a copy of a medical power of attorney is required.

Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Telepho Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TYPE OF ACCESS

I am seeking a copy of:  All of the record  Part of record (please specify)

Details: \_\_\_\_\_

The medical record is located at:  Bright  Mount Beauty  Myrtleford

## REASON FOR REQUEST

- Ongoing Medical Treatment       Insurance / TAC Claim       Legal
- Personal use       Other (please specify)

## FEES AND CHARGES

### LIST OF CHARGES (PAYABLE PRIOR TO THE RELEASE OF THE INFORMATION)

There are two costs associated with making a FOI request:

- The application fee
- The access charges

The application fee is a fixed cost which is non-refundable. The only exception is for people suffering hardship who can ask the agency to waive the application fee.

Access charges relate to the costs incurred in granting access to the documents that you have requested.

The following outlines these costs. All fees and charges are exempt from GST.

**Application Fee:** \$27.90 (non-refundable unless fee is waived) (indexed yearly)

**Photocopying:** 20 cents per page

**Labour:** \$21.00 per hour (in increments of 15 minutes)

**Postage:** current Australia Post charges apply

**The application fee will be waived if the applicant can demonstrate that they are a Health Care Card holder, a pensioner or financially disadvantaged. Processing charges still apply.**

In accordance with the Freedom of Information Act, we have 45 days to respond in writing to your request. This 45 day period begins upon receipt of the written application, appropriate authority and documentation supporting waiving of fees.

### PLEASE RETURN APPLICATION TO:

Freedom of Information Officer  
Alpine Health  
30 O'Donnell Avenue  
Myrtleford Vic 3737

Email: [FOI@alpinehealth.org.au](mailto:FOI@alpinehealth.org.au)

Fax: 0357519396

For any further enquiries please phone: 03 57519344 during office hours Monday to Friday  
8.00am – 4.30pm