## Confidentiality

Your medical record is a confidential document. It is the policy of this practice to uphold the security of your personal health information at all times and to ensure that this information is only available to authorised members of staff.

We abide by the 10 National Privacy Principles at www.privacy.gov.au/health/index.html

## Reminder system

We phone, SMS or email patients to remind them of their appointments and any tests/immunisations that are due.

We may also issue you with a National or State reminder notice from time to time offering you preventative health services. If you do not wish to be part of this system please let reception know.

## Feedback and complaints

Patients are encouraged to give feedback, complaints or suggestions the Practice Manager. Please feel free to put these in writing and hand to reception or email manager@balmainvillagehealth.com.au.

We are committed to responding to, and acting on your feedback. If you feel there is a need to speak to a third party, you may refer to:

Health Care Complaints Commission

Locked Bag 18, Strawberry Hills, NSW 2010 Ph: 02 9219 7444

### Results

The doctor, when ordering investigations, will advise when your results are expected to arrive at the practice. In general, please make an appointment with your doctor to discuss the results unless otherwise advised. For urgent results you will be contacted by phone.

# Interpreter Service

Patients who do not speak or read English, or who have special communication needs are offered the choice of using the assistance of a language service to communicate with the Doctor. Please notify the receptionist if you need this service.



#### Location

The practice is located in the heart of Balmain, located directly opposite Woolworths and next door to the pharmacy. Street parking (paid) is available surrounding the practice.

# Opening hours

For your convenience Balmain Village Health offers General Practitioner Services 7 days a week

Monday to Friday 8am — 8pm Saturday 9am — 1pm Sunday 9am — 1pm



BALMAINVILLAGEHEALTH.COM.AU

# PRACTICE INFORMATION

CURATED HEALTHCARE FOR LOCALS



275 Darling Street, Balmain 2041 | Ph: 02 9575 4111 | Fax: 02 9575 4122

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# General Practice in Balmain open 7 days a week

# Philosophy

We aim to provide a high quality healthcare facility that is tailored to your needs. We provide comprehensive treatment choices with an emphasis on healthy living and disease prevention in a friendly, caring and comforting environment.

# Patient identification

Identifying patients consistently and correctly is a key element in reducing the risk of adverse events and enhancing patient safety. We abide by the RACGP standards and request at the time of your appointment you identify yourself by any three of the following:

- Patient name (family and given names)
- Date of birth
- Gender (as identified by the patient themselves)
- Address

### Services available

Our doctors and nurses are here for all your medical needs. In addition to routine consultations, the following services are available:

- Men's Health
- Paediatric Care
- Women's Health
- Onsite Pathology

#### **Home Visits**

Our practice offers home visits to active patients of our practice. This appointment can not be booked online, you will be required to call the practice and this service is provided at the discretion of the practitioner.

For a comprehensive list of our services please go to our website.

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#### Fee schedule

#### Consultations

All accounts are payable at the time of consultations. Medicare rebates apply. For more information go to our website.

#### **Procedures**

We offer a wide range of procedures and the cost depends on the complexity. For further information please speak to our staff.

## Workers compensation

As per Work Cover Australia Fee Schedule\*

\* Payable at the time of consultation by the patient until the insurance claim is accepted



# Patient's right to participate in decisions about their healthcare

Our doctors encourage their patients to participate in decisions about their healthcare. If you have any questions regarding the purpose, importance, benefits, risks and possible out of pocket costs associated with your treatment don't hesitate to speak with your doctor. There are a range of brochures and leaflets available to support your decisions in the waiting room and with our practice nurse.

# Telephone and Electronic Communication Policy

If you are a patient of this practice and you require to speak to your doctor your details will be taken and will be attended to accordingly. If the matter is urgent your call will be transferred to the nurse or doctor on duty. We do not accept clinical requests via email. Please call the practice for all clinical inquiries.

# Appointments and walk-in care

In general we run an appointment system and endeavour to keep as close to time as possible. Patients with an appointment will have priority over those who do not, however urgent medical problems will always be dealt with promptly.

You can usually expect to spend 15 minutes with you doctor. This may change if there has been an emergency or if the practice is very busy. If you need a longer appointment please advise reception when making your appointment.

Appointments can also be made online via our website balmainvillagehealth.com.au. If the day you select shows no available bookings and you require medical care kindly call our reception staff and they may be able to fit you in.

### **Afterhours**

For medical assistance after hours please phone the Sydney After Hours Medical Service on 8724 6300. If it is an emergency please phone 000 for an ambulance or present to the Emergency Department of your nearest hospital.