# Sydney CBD Psychiatry

Suite 443, Level 5, 311-315 Castlereagh Street SYDNEY NSW 2000 Fax: (02 ) 8823 1843 e-mail: info@sydneycbdpsychiatry.com.au

## **NEW PATIENT REGISTRATION FORM**

Date: / /			
□ Mr □ Mrs □ Ms □ Miss □	l Dr		
Surname:	Given Names:		
Date of Birth: / /			
Postal Address:			
Postcode:			
Phone number Home:	Mobile:	Work:	
Email address:			
Preferred method of communication	ation: □ Phone □ Email		
Occupation:			
Emergency Contact Person: Contact number:	Relationship to you:		
GP Name:	Specialist Name:		
Referred by: ☐ GP ☐ Specia	list		
What is the name of your referring	doctor?		
<b>DVA</b> : Gold Card □ White Card □	DVA Card Number:		
Medicare Number:	Patient ID: Exp Date _	/	
Do you have private health cover?	' □ Yes □ No		
Health Fund Memb	ership Number		
Does your insurance cover you for	r Private Hospital Admission?	Yes □ No	
Will this be an insurance or worke	rs compensation claim?	□ Yes □ No	

# **CANCELLATION POLICY – Terms and Conditions**

We charge for missed appointments. When an appointment is scheduled for you, that time has been set aside for you and when it is missed, that time cannot be used to treat someone else. We are generally unable to fill appointment spaces that are cancelled late. Rescheduling missed appointments for you also ties up future appointments, further diminishing the availability of healthcare for others.

We request that you respect our time and give us an adequate number of working days before a missed appointment to be able to reallocate that time to someone else. Cancellation policies are more about mutual respect than about rules. We respect your emergencies.

#### HOW TO CANCEL YOUR APPOINTMENT

To avoid a cancellation fee please notify us by phone or e-mail at least 48 hours (excluding weekends and public holidays) prior to your appointment. The telephone number for the practice is 1800 779 243. Any cancellation made after 5pm on a business day will be counted as a next day cancellation.

### **CANCELLATION FEES**

When does the cancellation fee apply?

We require a minimum of 48 hours notice (excluding weekends and public holidays) for cancellations. When less than 48 hours (excluding weekends and public holidays) is given of cancellation, or an appointment is missed without notice, a cancellation fee will be charged. (E.g. an appointment at 2pm on a Monday would have to be cancelled before 2pm on the previous Thursday). Any cancellation made after 5pm on a business day will be counted as a next day cancellation.

#### How much is the cancellation fee?

If you cancel your appointment less than 48 hours (excluding weekends and public holidays) prior to your appointment, a cancellation fee of \$50.00 will be charged to cover the administration costs of rescheduling and reallocating your appointment.

Cancellations with less than 24 hours notice (excluding weekends and public holidays) will be charged at the full consultation fee for that service, i.e. the full cost of the appointment. Non-attendance without advance notice ("no-show") will also be charged at the full consultation fee. Cancellation fees are not reimbursed by Medicare, i.e. no rebate is given.

### What happens if I cancel late, or do not attend, my appointment?

If you do not attend your scheduled appointment with less than 24 hours notice (excluding weekends and public holidays) or do not give notice, further appointments may not be offered. In this case we would inform your general practitioner and offer suggestions of other providers. We would expect you to book in to see your GP as soon as possible to discuss your care.

## **PRIVACY STATEMENT**

To comply with the Privacy Act 2001, all patients need to provide written consent for the following aspects of their medical care:

- I agree that Dr Gordon Hyde takes a full medical history that relates to my medical condition and management
- I agree that relevant information may be obtained from other medical practitioners, such as GP's and specialists, other health care providers, pathologists and hospitals as necessary.
- I agree that Dr Gordon Hyde may discuss my medical history, diagnosis and management with my GP and other relevant specialists in relation to my medical management.
- I understand that I may apply to access my health records.

PATIENT NAME		
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PATIENT		
SIGNATURE	 DATE	