

## Medical Records Release Request (Victoria)

**To:** Craigieburn Specialist Consulting Suites

**Attn:** Practice Manager/FOI manager

**Address:** Suite 211, Level 2, 420-440 Craigieburn Rd, Craigieburn, 3064

**Email:** [reception@craigieburnspecialists.com.au](mailto:reception@craigieburnspecialists.com.au)

**Subject:** Request for Access to Medical Records

**Your Full Name:** \_\_\_\_\_

Dear Freedom of Information Officer,

I, \_\_\_\_\_, born on \_\_\_\_/\_\_\_\_/\_\_\_\_, request access to my medical records under the *Freedom of Information Act 1982 (Vic)* / *Health Records Act 2001 (Vic)*.

- **Request Details:** Please provide details of exactly what documents or details you are requesting:

\_\_\_\_\_

covering the period from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.

- **Reason (Optional):** \_\_\_\_\_  
[e.g., Requesting for ongoing treatment, moving to another practice, insurance, personal file].
- **Proof of Identity:** A copy of my [Driver's Licence / Passport] is attached, and I understand I will need to bring this with me for in person collection.
- **Fees:** I understand that a statutory application fee of approximately \$33.60 may apply, and I am prepared to pay this upon invoicing. (*Craigieburn Specialists Consulting Suites waives this processing fee for simple requests*).

### Patient Information:

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone: \_\_\_\_\_
- DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature:** \_\_\_\_\_

**Delivery Method:**

- To my new provider or practice:
  - Name of practice \_\_\_\_\_
  - Email/Fax \_\_\_\_\_
  
- To myself:
  - Email \_\_\_\_\_
  - In person – please provide your phone number to arrange collection:  
\_\_\_\_\_

I have read and understood the following:

I may be asked for further information that identifies me, and/or further information on what records I require. If I wish to authorise someone else to collect this information on my behalf, I may be asked to complete a statutory declaration or provide other legal evidence of authority.

Craigieburn Specialist Consulting Suites holds medical records/clinical notes only for patients of the nurse practitioners in our clinic who use Best Practice software. For other practitioners, the records we hold are limited to referrals, and appointment details for a very small number of practitioners. Should my request be for medical records Craigieburn Specialist Consulting Suites do not hold, they will endeavour to provide relevant contact details to the entity or practitioner that holds my records, to the best of their knowledge.

Requests will only be processed by the Practice Manager, once approved by the Practice Owner, and may take up to 10 business days to process.

Sincerely,

\_\_\_\_\_  
[Your Signature]

\_\_\_\_\_  
[Your Printed Name]

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
[Date]