

# **DR VIKRAM PUTTASWAMY**

All correspondence to:

Suite 2, Level 5  
North Shore Private Hospital  
Westbourne Street  
St Leonards NSW 2065

## **Vascular and Endovascular Surgeon**

FRACS (Vascular) FRACS (General)  
(Provider # 201797CH)  
Telephone: (02) 9439 8715  
Facsimile: (02) 9439 8500

Redleaf Specialist Centre  
Suite 8, Level 1  
2 Redleaf Avenue  
Wahroonga NSW 2076

## Privacy Policy

As a healthcare provider in the private sector, we are bound by the National Privacy Act, incorporating the National Privacy Principles. The Privacy Principles set the standard by which personal information is collected, handled, used and disclosed. As a part of providing a quality healthcare service, we need to take and maintain information of a personal nature in your medical file. This information is provided by you, about you, and is handled with the utmost respect for your privacy. This may include any or all of the following information: personal details (name, address, date of birth, Medicare number), medical history, notes made during the consultation and possibly during any procedures performed, relevant reports and/or results to and from other practitioners, or results of any tests performed.

Only Dr Vikram Puttaswamy and relevant staff have access to your medical record. In the absence of Dr Puttaswamy, it may also be necessary for his locum or associate to access your file. All staff are bound by strict confidentiality agreements as part of their terms of employment.

Ordinarily we will not release the contents of your medical record without your consent, however, there may be occasions where details of your file may be released without your consent, such as in an emergency situation or in response to a subpoena.

All medical records in this practice are kept secure and away from the general public. All electronic data is kept on a secure network and is only accessible with passwords and user identification. All IT support companies that have access to your personal information are also covered by the National Privacy Act and have specific confidentiality agreements with us.

Should you at any time feel your confidentiality has been breached or you have a complaint about the privacy policy or process, you should direct your complaint to our Privacy Officer. If your complaint is not resolved to your satisfaction, you can direct your complaint to the Privacy Commissioner.

As a patient of this practice, you have rights to access any information we hold concerning you. Should you wish to access this information, the following procedure has been put in place to allow staff to deal with your request as fairly and efficiently as possible.

Please put all requests in writing. Access can be granted in many ways and you should discuss with the staff how best to access your medical file. Patients will be required to collect their records in person unless alternative arrangements and consent has been given in advance. If Dr Puttaswamy has any reason not to allow you access to your file, he will inform you in writing, including the reason for refusal. This does not necessarily mean access will never be granted. Access in this case may have to be facilitated through a third party.

You will not be allowed to remove your medical file from the premises, nor will you be able to alter or delete any section of the medical record. However, you may add an insert to the file with your comments.

Where possible and indicated, Dr Puttaswamy may be present at the time of access to answer questions. If this is the case, a small fee will be charged. If any part of the file is copied or a summary is provided by Dr Puttaswamy, a small administrative fee will be charged. Please be advised that these fees will not be rebatable from Medicare.

If you have any further questions or would like to apply for access to your medical record, please speak to the Privacy Officer.

Patient Name: \_\_\_\_\_

Patient Signature: \_\_\_\_\_

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