



Application for Access to CAHS Information

Details of applicant (who is making the application)

Title: First name: Last name:

Date of birth: (mob):

Postal address:

Suburb: Postcode:

Email address:

Documents will be provided electronically if an email address is provided, otherwise a hard copy will be sent via registered post.

Are you applying for information about another person? Yes No

If you answered yes, please provide details of the other person:

Title: First name: Last name:

Date of birth: Your relationship to this person:

If you are applying on behalf of a child and not listed as Next of Kin, you must provide documentation (e.g. birth certificate, death certificate, Family Court orders).

Child and Adolescent Health Service (CAHS) Areas

(please indicate which service area you are seeking information from)

Perth Children's Hospital (PCH, formerly PMH)

Neonatology (including neonatal services at King Edward Memorial Hospital)

Child and Adolescent Community Health (CACH)

Child and Adolescent Mental Health Service (CAMHS)

CAHS non-personal documents (personnel records, corporate documents etc)

Request details

Please describe the documents you are requesting

If you are unsure about the type of documents that are held within a medical chart please contact CAHS ROI on 6456 4354 and they will assist you in determining what documents to request. You may provide your reason for access, however this is optional.

Please Note: medical and psychiatric information may need to be released via a suitably qualified person nominated by an applicant and not directly to the applicant.

Date/s or range of dates of requested information:

(for example, 01 May 2018 – 30 June 2018)

Details of the specific information or document/s being requested:

(for example, emergency admission notes, clinic reports and operation reports)

Subject matter of the request:

(for example, broken leg)



Administrative Release (AR)

AR is a less formal way of accessing information than the process prescribed by the Freedom of Information Act 1992. However, under an AR process there is no right to an external review by the Office of the Information Commissioner.

If you agree for an Administrative Release, please tick the box.

I consent to the release of my CAHS medical record via the AR process.

Freedom of Information (FOI)

The Freedom of Information (FOI) Act 1992 creates a right of access to documents (subject to exemptions). Applications made under FOI are processed within the provisions of the FOI Act.

If you have ticked yes to an AR release you do not need to tick this box.

Please manage my application under FOI.

Personal information

I consent to all 'prescribed personal details' of this agency's officers being deleted from the requested document/s (includes names, qualifications and position titles)

Please note: if you tick the above box, the agency may not need to consult as widely which means applications may be dealt with quicker and incur lower charges.

Your name may be disclosed to third parties if consultation is required. Please let us know if you are not agreeable to this.

Information type

If you are unsure if your application is personal or non-personal, please contact the CAHS ROI Department on (08) 6456 4354 for assistance.

Personal information (there is no charge for requests for personal information)

Non-personal information (fees may apply)

Third party information (information about an individual other than the patient) will be deleted from the requested documents if the application is for personal information.

Applicant's signature:

Date:

Patient's signature (if over 16 years old):

Date:



Lodging an application

To complete the ROI application process, please ensure the document is signed, dated and lodged with **CAHS.ROI**.

ROI applications cannot be processed until certified identification and payment of the application fee (if applicable) have been received.

- Please provide sufficient information to enable the specific documents to be identified;
- Provide a copy of certified identification (please refer below);
- Provide an Australian address where documents can be sent;
- If you are seeking documents on behalf of another person, you will need written authorisation and certified identification; and
- Your application will be dealt with as soon as practicable and within the time specified in the FOI Act (45 days after a valid application is received).

For your application for personal information to be processed, please return this form by one of the following methods with a copy of your current ***certified photo identification***

By email: CAHS.ROI@health.wa.gov.au

By mail: Release of Information
Child and Adolescent Health Service
Perth Children's Hospital
Locked Bag 2010
NEDLANDS WA 6909

Fees and charges

There are no fees or charges for personal information, should processing charges be required for non-personal information you will be supplied with a statement of charges as appropriate.

Non-personal access applications incur a mandatory application fee of \$30 (made out to CAHS) which must be paid with the non-personal access application. In certain cases, applicants may be eligible for a reduction in fee and charges. Addition charges may be imposed:-

- Time spent dealing with the application: \$30 per hour
- Photocopying costs: 0.20c per page
- Postage and handling: cost price

General Practitioner / Specialist

Requests for access to information from your general practitioner or specialist may be made directly to the service area if it is for the purpose of ongoing care and treatment.



Certified photo identification

Why does CAHS ask for a certified copy of photo identification?

The ROI Department receives a large number of health information requests each year for access to personal documents, and needs to make a decision about releasing the documents to the applicant. Providing a certified copy (certified within a 12-month period) of photo identification (such as a driver's license or passport) with the application form, assists the office to verify that the applicant is the person who they claim to be.

What is a certified copy of photo identification?

A certified copy is a photocopy that has been verified to be a true copy by an approved witness (see next section). The person certifying the photocopy must sight the original document and make sure that the photo is of the same person. The person who certifies the identification must do the following:

- Stamp or write 'This is a true copy of the document sighted by me'.
- Write the date and their signature.
- Include their contact details (name, address and telephone number).
- Use their official stamp or seal of their organisation or write their profession and organisation name.

Who can certify a copy of my photo identification?

A person who is authorised as a witness for statutory declarations under Schedule 2 of the Oaths, Affidavits and Statutory Declarations Act 2005.

There are many people who can certify photo identification, including the following:

- A pharmacist
- A principal of a primary school, high school or secondary college
- A member of the police force
- A justice of the peace or a bail justice
- A registered medical practitioner
- A registered dentist
- A veterinary practitioner

What if I don't have any photo identification?

If you do not have any photo identification, please provide certified copies of two other documents that show your identity, such as your birth certificate, Medicare card, pension card, or an official letter that is addressed to you which shows your current address. If you are unable to provide these documents, please contact the CAHS Release of Information department on 6456 4354.

