

Formal Request to Access Personal Information Form

Kern Allied Health aims to respond to and fulfil requests for access to clinical notes transparently, fairly and within an agreed timeframe. Please be assured that your therapy services will not be impacted, and Kern Allied Health will aim to provide what is necessary to support you.

You can complete this form yourself, or:

- Get help from a family member, carer, guardian, advocate or friend; or
- Request a Kern Allied Health employee act as a scribe to complete this form

Name (Full legal name)	
Address	
Phone Number	
Email Address	

Please complete this section if someone, such as a family member, carer, guardian, advocate or friend, is assisting you with the request to access your/ your family member's clinical information

Name	
Relationship to you	
Organisation (if applicable)	
Address	
Phone Number	
Email Address	

Please tell us what information you are seeking and the reason or outcome you would like (provide as much information as possible).

Please be assured that Kern Allied Health welcomes all types of requests and your therapy services will not be impacted. Kern Allied Health respects your rights to personal privacy and dignity as well as choice and control.

Has there been any verbal discussion with an employee of Kern Allied Health, prior to you completing this form? If yes, please provide details.

What would be the best outcome for you in accessing your clinical notes? That is, what information would you like to access?

Is there anything else you would like to tell us?

Signature of person lodging the request

Date

How to submit this form:

In Person	At a Kern Allied Health Clinic: <ul style="list-style-type: none"> • Level 1, 273 Pinjarra Road, Mandurah; or • 4/6 Riseley Street, Applecross
Phone	1300 122 155 during working hours
Mail	Confidential- Kern Allied Health General Manager 1/273 Pinjarra Rd MANDURAH WA 6210
Online	https://kernhealth.com.au/contact-us/
Email	maeve@kernhealth.com.au Maeve Egan is the General Manager at Kern Allied Health

What will happen next?

A member of Kern Leadership team will contact you to acknowledge your request within two working days and outline how your request will be addressed over the next 10 working days. If you prefer, you can also contact:

- **An Advocacy Organisation:**
 - [Developmental Disability WA](#) :
 - [Easy Read Resource: Getting help from an Advocate](#)
 - [Disability Advocacy Finder](#) ([find an advocacy service in your area](#))
- **National Disability Insurance Scheme Quality and Safeguards Commission**
 - Phone: 1800 035 544 (free call from landlines)
<https://www.ndiscommission.gov.au/about/contact>
- **Health and Disability Complaints Office (HaDSCO)**
 - Phone 6551 7699 or 1800 813 583
- **Department of Communities, Disability Services**
 - Phone the Consumer Liaison Team on 6167 8333
 - Email clo@dsc.wa.gov.au
 - Complete an [electronic form](#)