

# Asking to see your personal information



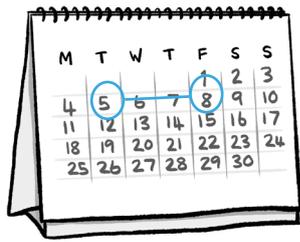
Kern Allied Health keep information about you, to do with your therapy goals.



We will treat your information with dignity and respect, and keep it private.



You can ask to see the information that we have about you by completing this form.



It may take a few days for us to get the information to you.



You can ask a family member, carer, **advocate** or friend to help you complete this form.



An **advocate** is someone who helps you to speak up, or speaks up for you.



You can ask one of our staff to write what you tell them on this form.



## **If you are not happy**

If you are not happy with anything you should speak to your therapist.



They can probably sort out the problem quickly and easily.



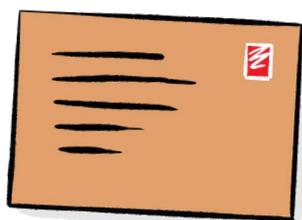
## **If you wish to see all your clinical notes**

Please use this form if you wish to see all your clinical notes.

## About you



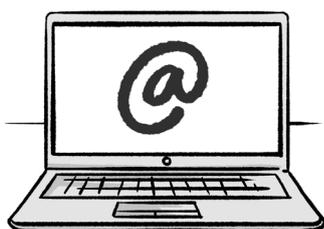
Your name



Your address



Phone number



Email address



## About the person who is helping you

Please tell us this information about the person who is helping you.



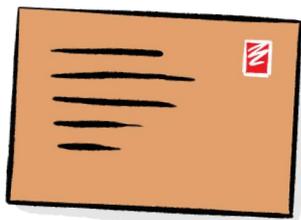
Their name



How they know you



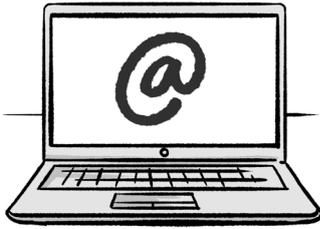
The organisation they work for



Their address



Phone number



Email address

## What information do you want?



Have you already talked to someone at Kern Allied Health about this?

Yes

No



Please explain exactly what information you want to see?



Is there anything else you would like to tell us?

# Your signature



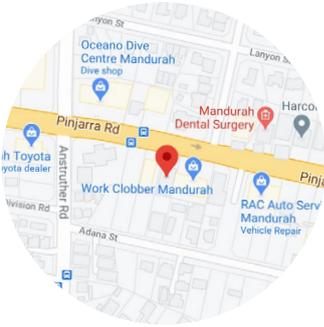
Your signature



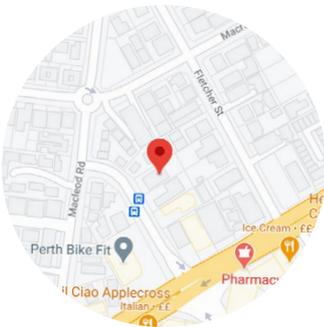
Date

## Where to send this form

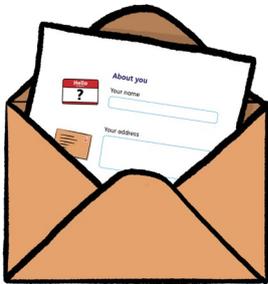
You can either give this form to a Kern Allied Health Clinic at:



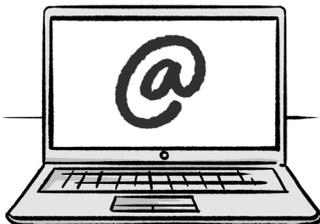
- L1/273 Pinjarra Road, Mandurah



- or L1/ 4/6 Risely Street, Applecross



Or post it to:  
**Confidential - Kern Allied Health  
General Manager  
1/273 Pinjarra Rd  
MANDURAH  
WA 6210**

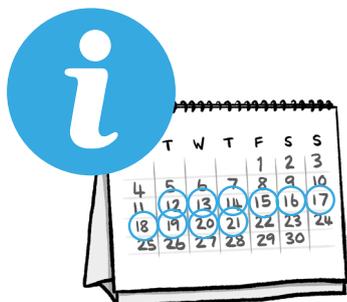


Or email it to:  
**maeve@kernhealth.com.au**



## What happens next?

We will contact you within 2 days to tell you how we will be giving you the information.



We will provide you with the information you have asked for within 10 days.



The law says that we cannot provide information that will put you or another person at risk.

## If you need help

You can get help from:

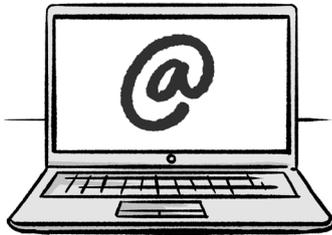


- An **advocacy** service

**Advocacy** is when someone helps you to speak up, or speaks up on your behalf.



To find an advocacy service in your area go to [www.ndiscommission.gov.au/participants/disability-advocacy](http://www.ndiscommission.gov.au/participants/disability-advocacy)



- Developmental Disability WA  
They have an easy read guide about advocacy services in Western Australia.

Website: [www.ddwa.org.au](http://www.ddwa.org.au)

Email: [ddwa@ddwa.org.au](mailto:ddwa@ddwa.org.au)



Health and Disability Services  
Complaints Office

- Health and Disability Services Complaints Office (HaDSCO)

Phone: **6551 7600**  
or **1800 813 583**



**NDIS Quality  
and Safeguards  
Commission**

- The National Disability Insurance Scheme Quality and Safeguards Commission

Phone: **1800 035 544**  
or **TTY 133 677**



Website: [www.ndiscommission.gov.au/about/complaints](http://www.ndiscommission.gov.au/about/complaints)