

South Gippsland Hospital

Freedom of Information Part II Statements

In compliance with Part II of the *Freedom of Information (FOI) Act 1982 (Vic)*, South Gippsland Hospital (SGH) provides the following statements outlining the organisation's functions, processes, and the types of documents held by SGH that are either publicly available or available for access under the Act.

Statement 1: Organisation and functions

SGH is a Public Hospital, classified as a small rural health service (SRHS), is an integrated hospital and community health service providing a broad range of acute and primary care services.

Statement 2: Categories of documents

The FOI Act allows individuals to seek access to documents held by the SGH. This includes paper and electronic documents.

SGH creates and maintains a large number of documents and records in the course of its activities and services, including:

- medical records
- employee records
- occupational health and safety reports
- policies and procedures
- financial records
- reports

Statement 3: FOI Arrangements

To access documents held by the SGH (other than those publications available via our website), an application should be made for access under the FOI Act.

FOI applications must be in writing and should clearly describe the documents the applicant is seeking to access.

Requests for personal information (for example, medical records or employee records) must be accompanied by a valid form of identification (eg a copy of driver's license or passport).

Records will only be provided to a person other than the patient if written authority from the patient is given, or if they can provide evidence they have been named as Power of Attorney, have been appointed Legal Guardian, or are the direct Next of Kin (in the case of a deceased person).

The person making an application must pay certain costs, all subject to change.

The costs are currently:

- Application fee (non-refundable) = \$29.60
- Photocopy charges = 20c per page
- Plus postage

Applicants may request a waiver or reduction of the application fee if payment would cause hardship to the applicant. The application fee will be waived if the applicant holds a current healthcare card or pension card. Fees may also be waived on compassionate grounds.

All requests should be addressed to:

Health Information Manager
South Gippsland Hospital
PO Box 104
Foster VIC 3960

Email: sghosp@sghs.com.au

Statement 4: Publications

The SGH website has links to a range of publications available, including:

- Annual Financial Reports
- Quality of Care Reports
- Statement of Priorities

SGH produces a range of written information across the organisation. This includes strategic plan, brochures, instruction sheets, posters and advertising fliers. It is available to consumers via electronic or print media. Written health information is also distributed by staff providing treatment, care and/or services.

Statement 5: Rules, policies and procedures

SGH maintains a wide range of policies, procedures, and clinical guidelines to support effective governance of the organisation and to ensure a consistent approach is applied when carrying out operational and administrative duties.

Requests for copies of SGH rules, policies and procedures should be submitted through the Freedom of Information process.

Statement 6: Report literature

SGH maintains a range of reports and records of decisions relating to policy and the administration of policy and makes them available for inspection or purchase. Please refer to Statement 4: Publications, for further information.