

BHS Request for Patient Information Form – Quick Reference Guide

This form is intended to improve the process for requests for patient information from Ballarat Health Services (BHS). BHS Health Information Services would encourage the use of this form in preference to telephone requests.

How to use the form

- Print the PDF form from the BHS GP Liaison Website <http://gp.bhs.org.au/>
- Complete and fax to Health Information Services on **5320 4829**
- Ensure the fax has been sent by checking confirmation message on fax machine
- (Email submission is not possible due to privacy limitations)
- Include as much detail as possible regarding the patient and what type of information is required
- Please sign the request

Please note: Patient consent is required where BHS does not have evidence of a Clinician/patient relationship with the requesting GP

- If seeing the patient for the first time, please obtain consent whilst patient is present
- If you have had contact with BHS regarding the patient previously, patient consent should not be necessary. However, if BHS do not have sufficient evidence, BHS Health Information Services will contact you to provide consent.
- As stated on the form, only when it is impractical to obtain consent, should the GP use this section.

BHS Health Information Services (HIS) can be contacted on **5320 4227** if necessary.

Thank you