PERSONAL INFORMATION ACCESS REQUEST FORM – **RESIDENTIAL AGED CARE & RETIREMENT LIVING**

Complete this form to request access to personal information held about you by Mercy Health. You can only request access to information about yourself or someone to whom you have authority to request access on their behalf.

This application must be accompanied by a copied form of identification (such as a copy of a driver's licence or pension card) to assist us to verify your identity.

If you are not the person in SECTION 1 to whom the request relates, please complete BOTH Sections 1 and 2.

SECTION 1 – Resident details

Name:……………………………………………………………………………………………………

Address:…………………………………………………………………………………………………

………

Phone (BH): (   )…………………………………………Date of Birth………………………………...

SECTION 2 – Applicant details (This section only needs to be completed if you are not the resident above to whom the request relates)

Name:……………………………………………………………………………………………………….

Address:…………………………………………………………………………………………………

………

Phone (BH): (   ) …………………………………………………………………………………………..

Relationship to resident: ……………………………………………………………………. ……………..

Important: To assist us in deciding if we can provide a resident's information to you, you must provide evidence of your authority to ask for their information e.g. signed written consent authorising access to be provided to you, enduring power of attorney.

SECTION 3 – Details of Request

Request for access from:

Name of facility (refer next page): ……………………………………..…………………………..…...

Details:

Please provide specific details of the personal information you would like to obtain:

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In order to assist us with your application, please advise what you require this information for:

…….

…….

…….

Please sign and date this form and return it to the applicable facility below with proof of your identity and evidence of authority (if applicable). Please note requests may take up to 30 days to process.

Signature……………………………………………………………… Date: ……. / …….. / ……...

Mercy Health residential aged care facilities and independent living units:

Mercy Place Parkville
1 William Street
PARKVILLE VIC 3052

Mercy Place Fernhill
18 - 20 Fernhill Road North
SANDRINGHAM VIC 3191

Mercy Place Rice Village
7 Moylan Loop
MARSHALL VIC 3216

Mercy Place Warrnambool
16 Hopetoun Road
WARRNAMBOOL VIC 3280

Mercy Place East Melbourne
22 Verona Lane
EAST MELBOURNE VIC 3002

Mercy Place Wyndham
39 Deutgam Street
WERRIBEE VIC 3030

Mercy Place Shepparton
351 - 359 Archer Street
SHEPPARTON VIC 3630

Mercy Place Montrose
991 Mt Dandenong Tourist Rd
MONTROSE VIC 3765

Mercy Place Colac
83 - 99 Queen Street
COLAC VIC 3250

Bethlehem Home for the Aged (Bendigo)
36 – 42 Specimen Hill Road
GOLDEN SQUARE VIC 3555

Mercy Place Abbotsford
2 Clarke Street
ABBOTSFORD VIC 3067

Mercy Place Boronia
7-9 Maryville Way
BORONIA VIC 3155

ILUs:

Mercy Place Apartments
62 Cade Way
PARKVILLE VIC 3052

Mercy Place Rice Village (ILUs)
7 Moylan Loop
MARSHALL VIC 3216

Mercy Place Colac (ILUs)
83-99 Queen Street
COLAC VIC 3250

OFFICE USE ONLY
Date request received:……………………………. …………………
Referred by(name): ………………………………………….. Position:……………………………….