



MAIDEN GULLY MEDICAL PRACTICE

PH 0354410900, reception@maidengullymedicalpractice.com.au
Opening hours: Monday to Friday 9am to 7pm

Dorevitch Pathology hours: Monday to Friday

PATIENT INFORMATION SHEET

Our Mission Statement – Providing the best care.

Maiden Gully Medical Practice aims to provide the best, reliable and professional health care for individuals, families and the community we service. We want to offer coordinated care, in a compassionate atmosphere, while encouraging patients to partner in their care, through education and lifestyle modifications.

The team at Maiden Gully Medical Practice

We have an experienced range of General Practitioners including a nurse who provide a wide range of clinical care and support. We take pride in offering the highest standard of customer service and patient care. Our General Practitioners include:

Dr Aisha Neelam -special interests include:

Women's Health, Sexual Health and Mental Health issues.

Dr Sajjad Muhammad- special interests include:

Skin Cancer surgery including complex surgery which includes the face.

Management of your Personal Health Information & Your Privacy

All doctors at the practice use the computerised Medical Records to record information, order tests, provide prescriptions and file Specialists reports. Our computers are password protected, and backed up daily. All information recorded at the practice is confidential. We follow the Australian Federal Privacy Laws and Standards for the private health sector. The provision of quality health care requires a doctor-patient relationship of trust and confidentiality. A copy of our privacy policy is available on request.

Appointments

Appointments can be made by visiting www.maidengullymedicalpractice.com.au or by calling **03 54410900** between 9am – 7pm Monday to Friday. Please make a separate appointment for each person that requires a consultation, even if you are seeing the same doctor.

If you have a number of things to discuss or require more time with the doctor please ask for a long appointment.

Emergency and Urgent appointments are given priority and appointments are available if you are ill or injured on the day. Our nurses will speak with you about your needs and organise a suitable appointment.

If you or a family member requires an interpreter service we can organise this for you. Please make us aware when booking your appointment.

Fees and billing arrangements

Maiden Gully Medical Practice **offer bulk billing** for:

All Children under the age of 16 years, and if you hold a current Medicare Card with a:

1. Pensioner Card
2. Health Care Card
3. Commonwealth Seniors Health Card
4. DVA card holders

Please ensure that you bring all your cards with you and advise us of any changes. All other patients will be charged standard fees. Common fees are listed below along with the Medicare rebate and what the out of pocket expense is. Our staff will offer to process your Medicare rebate at the time of payment so you will receive your rebate automatically into your nominated bank account immediately. You will need to register your nominated bank account with Medicare directly. Please ask our staff if you need any assistance with this or if you require further information.

Standard Fees Charges as listed below:

Consult Length	Full Fee	Rebate	Gap Fee
Short	\$40.00	\$19.60	\$20.40
Standard	\$82.85	\$42.85	\$40.00
Long	\$132.90	\$82.80	\$50.10
Extended	\$167.40	\$122.15	\$45.25

After hours care

In an **EMERGENCY** call **000** or **112** from a mobile telephone. Maiden Gully Medical Practice is providing out of business hrs care to our regular patients only. **after hrs consultations are not bulk billed and there will a fee** for all after hrs consultations. please call 54410900.

Reminder System

It is important for us to keep our records of your current address and details updated at all times, therefore the staff may query you in relation to your data. We are committed to preventative care and may send a reminder notice via mail offering you an appointment in relation to preventative healthcare. If you do not want to receive a reminder letter please notify reception staff so that we can take you off the reminder list.

Recalls

Our practice has a recall system in place and our doctors participate in National and State registered programmes eg Pap smear and breast screen registers. If you would prefer to opt out of these registries please advise the reception.

Receiving Results

It is the policy of this practice to have all patients return for a consultation for their results; however a nurse may give Pap smear results to patients over the phone. Only under special circumstances and if this is organised by the Doctor during your initial consultation can the doctor be contacted and give results.

Phone Calls (receiving and returning)

Should you wish to speak with your doctor you may leave a message with reception and your doctor will return your call when possible. If the call is regarding a medical condition, it may be more appropriate to make an appointment to see a doctor. If it is important and the Doctor is not available, the nurse will assist where possible.

Patient Rights:

We recognise that patients have certain rights and we will endeavour to support these rights. If you are unhappy with any aspect of the services we provide to you or if you feel your rights are not supported, we would appreciate your comments. Further information regarding your rights are located in our Patient Rights Policy, which is available at reception.

Providing Patient Feedback & Complaints

At Maiden Gully Medical Practice it is important to ensure that we continually improve the way we deliver our services. To do this well we ask that you feel free to provide feedback. We have a suggestion box on the table in the waiting room for your use. If you want to see your feedback in action please ask reception to provide our public version of our continuous improvement plan. If you are unhappy about a health service provided to you or a family member, please always try speaking with your treating doctor as a matter of priority. However, for further advice regarding health service related complaints please contact the Victorian Health Services Commissioner.

Health Services Commissioner

Complaints and Information

Telephone: 1300 582 113 570

Fax No.: (61 3) 9032 3111

E-mail: hsc@health.vic.gov.au

or write to:

Health Services Commissioner

Level 26

570 Bourke Street

Melbourne, 3000

Victoria, Australia

Interpreter Services

Patients are encouraged to use the free Translating and Interpreting Service. This free service is available 24 hours a day via telephone on 131 450.

Another free interpreting service is available for patients who are deaf and use Australian sign language (AUSLAN). Their contact details are: 1800 246 945 or website www.nabs.org.au

Our Practice also uses TIS (Translator & Interpreter Service)