

COMPREHENSIVE LITERACY & SPEECH

Rosemary Hughes

Dual-qualified speech pathologist & specialist literacy teacher

Consent to Share/ Use Information

Comprehensive Literacy and Speech needs to collect information about you/your child for the primary purpose of providing a quality service to you/your child. In order to thoroughly assess, diagnose and provide therapy, I need to collect some personal information from you (about your child). If you do not provide this information; I may be unable to treat you/your child. This information will also be used for:

- a. The administrative purpose of running the practice;
- b. Billing either directly or through an insurer or compensation agency;
- c. Disclosure of information to your/your child's doctors, other health professionals or to teachers to facilitate communication and best possible care for you/your child with your consent;

I will not disclose your personal information to overseas recipients.

Comprehensive Literacy and Speech has a Privacy Policy that is available in the waiting area, on our website: www.literacynspeech.weebly.com or a printed copy can be supplied on request. This policy provides guidelines on the collection, use, disclosure and security of your/your child's information. The Privacy Policy contains information on how you may request access to, and correction of, your/your child's personal information and how you may complain about a breach of your/your child's privacy and how we will deal with such a complaint.

To ensure the process of quality treatment provision, information about your/your child's assessment results and progress may be given to other relevant service providers, who are involved in your/your child's management. These may include your/your child's doctor, teachers, specialists, insurers, solicitors, employers or others, but only where it is considered to be of benefit to your/your child's progress. Please provide names of individuals involved in your/your child's care.

Please list the names and contact details of the individuals involved in your/your child's care:

Professionals involved	Name	Address	Reports Y/ N
Paediatrician			
GP			
Psychologist			
Occupational Therapist			
Other			

Contact: 0488 781407

Email: literacynspeech@gmail.com

ABN: 68118771343

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I (.....), have read the above information and understand the reasons for collecting the information and the ways in which the information may be used.

I understand that it is my choice as to what information I provide and that withholding or falsifying information might act against the best interests of my/my child's assessment and therapy progress.

I am aware that I can access my/my child's personal and treatment information on request and if necessary, correct information that I believe to be inaccurate.

I understand that if, in exceptional circumstances, access is denied for legitimate purposes, that the reasons for this and possible remedies will be made available to me.

I understand that the Practice must obtain additional consent if the information collected is to be used in any ways other than that outlined above.

Client/Parent Name: Child's Name:

Signed Date:

Privacy Policy Summary and Health Information Collection Statement

Comprehensive Literacy and Speech is an independent practice under the ownership of Rosemary Hughes.

You have the right to gain access to the information held by Comprehensive Literacy and Speech about you/your child.

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Information at Comprehensive Literacy and Speech is stored securely and only practice staff have access to it. Comprehensive Literacy and Speech) takes all reasonable steps to ensure that information collected about you/your child is accurate, complete and up-to-date.

- You may have access to your/your child's information on request and if you believe that any of the information is inaccurate we may be able to amend it accordingly.
- If you do not provide relevant personal or health information (about your child), in part or in full, to Comprehensive Literacy and Speech it may result in incomplete assessment. This may impact on the diagnosis and the following therapy that is provided.

Any concerns that you may have about this policy or about your/your child's management should be discussed as soon as possible by calling or texting the practice owner Rosemary Hughes on 0488 781407 or by emailing literacynspeech@gmail.com. Written correspondence can be sent to PO Box 71 Mirboo North Vic 3871

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