

Freedom of Information

Part II Statements

Northeast Health Wangaratta publishes a series of statements summarising its functions, processes and types of documents held that are available publically in accordance with Part II of the Freedom of Information (FOI) ACT 1982 (Vic):

- Statement One: Organisation and function
- Statement Two: Categories of documents
- Statement Three: Freedom of Information arrangements
- Statement Four: Publications
- Statement Five: Rules, Policies and Procedures
- Statement Six: Report Literature

Statement 1: Organisation and Function

Northeast Health Wangaratta (NHW) is a busy sub-regional integrated health service of 228 beds and is the major referral facility for the greater part of North East Victoria. NHW provides a wide range of acute specialist services including; an emergency department, critical care unit, medical and surgical wards, obstetrics and gynaecology, paediatrics and specialised aged care, inpatient rehabilitation, community rehabilitation, outpatient and community health services as well as inpatient, community, aged and psycho-geriatric mental health services.

Northeast Health Wangaratta was established under the Health Services Act 1988 as a public health service with a Board of Directors and a board-appointed Chief Executive Officer (CEO). The Board develops strategies, oversees financial and service performance and ensures NHW meets regulatory and government policy requirements and standards. The day-to-day management of NHW is implemented by the CEO and staff and the Community Advisory Committee provides valuable input from the perspective of the general community.

Statement 2: Categories of documents –Section 7 of the FOI Act.

Northeast Health Wangaratta produces and stores a broad range of information relating to its various functions. These include, but are not limited to:

- Health information/medical records
- Employee records
- Reports
- Policies, procedures and clinical guidelines
- Financial records

Statement 3: Freedom of Information Arrangements

You have the right to request access to your medical record and personal information held by Northeast Health Wangaratta (NHW), in accordance with the Freedom of Information Act 1982 (Vic) (FOI Act) and the Health Records Act 2001 (Vic). It is possible to obtain copies of information, view information or request an amendment to information that is incomplete, incorrect, out of date or misleading.

You can also request access to the medical information of another person, with their written consent.

Each FOI request will be assessed in accordance with the FOI Act. If documents requested are exempted, you will be advised and reference to the appropriate clause of the FOI Act provided.

A valid request must be made to access health information held by NHW.

For more information on making an FOI request, please go to <https://www.northeasthealth.org.au/patient-information/> or contact the FOI Officer:

Post:

Freedom of Information Officer
Northeast Health Wangaratta
PO Box 386, Wangaratta VIC 3676

Fax: (03) 5722 5109

Email: foi@nhw.org.au

Statement 4: Publications

Northeast Health Wangaratta produces a vast array of written information for access by staff, consumers and the public. Many are available on the internet; posters, brochures and fact sheets may be made available to patients in hard copy. Examples of publications on the Northeast Health Web page (<https://www.northeasthealth.org.au/>) include:

- Quality Account Reports
- Annual Reports
- Care and Kindness Charter
- Strategic Plan
- A Guide to Good Procurement in Health
- Environmental Sustainability Plan
- Bpangerang Nungara Plan
- Academic Research Reports
- News stories

Statement 5: Rules, Policies and Procedures

Northeast Health has written Policies, Procedures and Guidelines to enable staff to take a consistent approach in the implementation of work practices. These documents are reviewed periodically through the Prompt system to ensure their currency. Requests for copies of these documents should be made through the Freedom of Information officer.

Statement 6: Report Literature

Under section 11 of the FOI Act, Northeast Health Wangaratta must make available a range of final reports and records of decisions relating to policy and the administration of policy. These documents are available to access via the website at <https://www.northeasthealth.org.au/about/reports-publications/>