

FAX

Reason for File or Information Request

To: From: WPS Admin

Fax: Pages

Phone: Date:

RE: Report or File Request

🞎 Urgent ◼ For Review 🞎 Please Comment 🞎 Please Reply

Phone: Date:

**NAME:**

**Address:**

Thank you for the report /file request to Western Psychological Services.

When we are asked to release records to a client or 3rd party,

* It is up to the author (Psychologist) of the document to release their own records. This gives the author the opportunity to review his/her records. The Psychologist may then decide to release a report or file based on the presumption that it is not likely to cause “harm” to the client. The release of a client file or part thereof may have been written in quasi-medical language that is sometimes tricky to interpret. In the occasional instance where the release of a report or file is refused, a request can be made through freedom of information <https://dhhs.vic.gov.au/making-freedom-information-request>
* We may ethically provide our own Psychologist’s records.
* Any reports received from other professionals be they marked 'confidential' or not belong to the author, not for our practice or the professional to release.

***PRIVACY LEGISLATION***

*Requests for a client’s file made under health records or privacy legislation*

When a request (usually pursuant to a client’s consent), either directly or through a solicitor or a third-party representative is made in respect of health records or privacy legislation, the relevant legislation must be observed and includes restrictions related to the age of the client. For example, a relative of a 19-year-old may not have a file released and is subject to the relevant privacy legislation.

This may be the Commonwealth Privacy Act 1998 (Privacy Act) or other state or territory privacy or health records legislation.

• The Privacy Act 11 includes all private health service providers in Australia and some private sector organisations 8 Privacy Act 1998. https://www.comlaw.gov.au/Details/C2014C00076. https://www.comlaw.gov.au/Details/C2014C00076 and <https://www.oaic.gov.au/privac>y law/other-privacy jurisdictions. psychology.org.au

• Private health providers in NSW, Victoria and the ACT are also subject to state-based health records laws. Our professional body, the APS notes the following: “The Privacy Act must be observed by psychologists”:

**Fees for Report or File requests**

* Additional reports not on file are charged at the APS rate of $251 per hr.
* A single letter or report already on file may be accessed free of charge.
* Requests for files are charged pro-rata at the same rate for the Psychologist to review the file.
* There are associated charges for administration in relation to photo-copying at 20c per page, collation ($60 per hour) and relevant postage.  
  If you have any questions please call me on 9746 8088.

Regards

Dr Angelo Pagano

Director

WPS Sites

**WPS MELTON SOUTH** 2 Exford Road, Melton South VIC 3338  
**WPS CAROLINE SPRINGS** Community Health Centre, Level 1, 13-15 Lake St, Carline Springs VIC 3023

**WPS ESSENDON** 112 Buckley Street, Essendon VIC 3040

**ABN 49 059 804 732**