

## Heywood Rural Health - Freedom of Information

### **Part II Statements**

In accordance with Part II of the *Freedom of Information (FOI) Act 1982*, Heywood Rural Health is required to publish a series of statements outlining the organisation's functions, processes and documents held that are either publicly available or available for access under the Act.

#### **Statement One: Organisation and Functions**

Heywood Rural Health provides a comprehensive range of high-quality health and wellbeing services to the 10,000 people who live in Heywood and surrounding district community. We provide, nursing, allied health, residential aged care and community health services. We are committed to continuous quality improvement and strive for best practice.

Further information is available at [www.heywoodruralhealth.vic.gov.au](http://www.heywoodruralhealth.vic.gov.au)

#### **Statement Two: Categories of Documents**

Heywood Rural Health creates and maintains a large number of documents and records in the course of its work.

Under Section 7 of the *Freedom of Information (FOI) Act 1982*, Heywood Rural Health must publish a statement specifying the categories of documents maintained by the organisation. The following list broadly outlines the type of documents held by Heywood Rural Health:

- Health Information / Medical Records
- Employee records
- Reports
- Policies, procedures and clinical guidelines
- Various Registers
- Financial records

#### **Statement Three: Freedom of Information arrangements**

The *Freedom of Information (FOI) Act 1982* allows all patients and consumers the general right to request access to documents held by an agency. This includes requests for access to a patient's own personal health information, or access to health information on behalf of another individual. The *Freedom of Information (FOI) Act 1982* also enables individuals to apply for amendment of incorrect information within their records held by Heywood Rural Health.

Freedom of Information applications must be made in writing and include sufficient detail to identify the correct medical record or documents covered by the request.

Application forms and further details on how to access documents from Heywood Rural Health are available on our website: [www.heywoodruralhealth.vic.gov.au](http://www.heywoodruralhealth.vic.gov.au)

Freedom of Information (FOI) applications should be addressed to:

Freedom of Information Officer

Chief Executive Officer

Heywood Rural Health, PO Box 159, Heywood Vic 3304

Email: [info@heywoodruralhealth.vic.gov.au](mailto:info@heywoodruralhealth.vic.gov.au)

PH: 03) 5527 0528

#### **Statement Four: Publications**

On its website, Heywood Rural Health makes available to the public a wide range of publications including:

- Annual Reports
- Quality Accounts
- Environmental Sustainability Reports
- Strategic Plans
- Organisational Chart
- Gift, Benefits & Hospitality register
- Annual Procurement Activity plan
- Gender Equality Action plan

These documents are available to access via the Heywood Rural Health website under the Publications heading. [www.heywoodruralhealth.vic.gov.au](http://www.heywoodruralhealth.vic.gov.au)

Heywood Rural Health produces a wide range of written health information across the organisation. Written health information is any information, including brochures, instructions sheets, posters, advertising fliers and/or information available to consumers via electronic or print media. Written health information is distributed by staff providing treatment, care and/or services.

#### **Statement Five: Rules, Policies and Procedures**

Heywood Rural Health maintains a wide range of policies, procedures, and clinical guidelines to support effective governance of the organisation and to ensure a systematic approach is applied when carrying out operational and administrative duties in line with organisational objectives.

Requests to access copies of Heywood Rural Health policies, procedures and/or clinical guidelines should be submitted through the Freedom of Information process.

### **Statement Six: Report Literature**

Under Section 11 of the *Freedom of Information (FOI) Act 1982*, Heywood Rural Health must make available a range of final reports and records of decisions relating to policy and the administration of policy.

The literature listed below is available on the Heywood Rural Health Website under the Publications tab:

- Annual Reports
- Quality Accounts
- Environmental Sustainability Reports
- Strategic Plans
- Organisational Chart
- Gift, Benefits & Hospitality register
- Annual Procurement Activity plan
- Gender Equality Action plan