

## Practice Information Sheet

Welcome to our practice. Here at Warragul Family Medicine our aim is to give our patients the highest quality of care, by ensuring excellence in all aspects of our practice. We believe that patients come first and continuity of care is of the utmost importance. We provide a full range of family general practice services which includes nursing home visits, hospital care and allied health services.

Your medical record is a confidential document. It is the policy of this practice to maintain security of personal health information at all times and to ensure that this information is only available to authorised members of staff.

### Introducing our doctors

Dr Trish Kerbi M.B.B.S (Hons), FRACGP, P.G, Dip P.M.

Dr Manish Agaskar M.B.B.S, FRACGP, M.S, M.Ch

Dr Paba Attapatu M.B.B.S

### Practice Hours (for afterhours see below)

Monday Tuesday Thursday Friday	9:00am to 5:00pm
Wednesday	9:00am to 7:00pm
Saturday	9:00am to 12:00pm
Sunday	Closed

### After – hours

When the surgery is closed, please ring Ph: 5622 2973 for the 'On call Doctor' contact number. If you cannot contact the doctor on call please ring the West Gippsland Hospital on Ph: 03 5623 0611 and ask to be put through to our on-call doctor. Alternatively for medical advice or information you can call the after-hours GP Helpline on 1800 022 222. In an emergency dial 000 for an ambulance or present to the West Gippsland Hospital Emergency Department at Landsborough Road, Warragul or your nearest emergency department.

### Appointments

Consultations at the clinic are by appointment only and typically allotted 15 minutes. **Double appointments are available if you feel more time will be required and please advise the receptionist at time of booking.** An extended appointment may be required for several issues, eg if you have a number of complex health issues or need paperwork completed. It would be best to check the cost of your extended appointment with our receptionists at time of booking.

Our doctors try their best to run on time but please understand if there is a delay, it is usually due to an unexpected complexity in preceding consultations.

### **Fees and Billing Arrangements**

Payments for accounts are required on the day of consultation. We accept cash, Eftpos and most major credit cards. Bulk billing is available to children under 16, and aged pension concession card holders. Health Care Card and Commonwealth Seniors Healthcare cardholders are billed at a lesser rate than private patients. Veterans' Affairs Gold cardholders are direct billed to Department of Veterans' Affairs.

- **A standard consultation fee is \$70.** A reduced fee of \$62 is available to health care card holders. Your medicare rebate will be paid straight back to you at the time of payment.
- **Your doctor will discuss fees for procedures with you.** Fees vary between \$30 & \$80 depending on type of procedure, time required for each procedure and is non-rebatable through Medicare.
- **Dressing fees** will be charged in addition to a consultation fee, starting at a minor dressing of \$8 per consult, moderate dressing of \$15 per consult and regular dressing a monthly fee of \$30.

### **Cancellations**

Things do come up and cancelling appointments is understandable. 24 hours' notice is appreciated if possible, but we ask that you call the Clinic at least 2 hours prior to your scheduled appointment to cancel. This allows other patients to utilise that appointment time.

### **Non-Attendance Fee**

You will be given a 1<sup>st</sup> warning if you fail to attend your scheduled appointment, should you fail to attend a 2<sup>nd</sup> time to your scheduled appointment you will be charged a \$65 non-attendance fee. There is no rebate for this fee.

### **SMS Appointment Reminders**

Your appointment is confirmed when booked into our software system. With your consent, we will send an SMS to your mobile phone the day before your appointment to help remind you of your appointment. Due to having no control over phone service providers we cannot be responsible for undelivered or delayed messages. Please be sure we have your correct mobile number. If you do not wish to receive SMS reminders please let reception know.

**Missed, delayed or undelivered SMS are not accepted as reasons for not arriving for your appointment.**

### **New Patients**

New patients are required to fill a New Patient Registration Form. This can be filled on arrival before your appointment time at the clinic, or available for download from our website.

### **Test Results**

Our GP's will contact patients with abnormal test results by phone or letter. All other results will be discussed at the next appointment.

If you do not hear from the Clinic regarding a result, do not assume the result was normal. Please contact the Clinic for follow up with the pathology provider and/or doctor. Test results are confidential and will only be given to you directly, unless you give permission for your doctor to communicate them to another person on your behalf.

### **Privacy/Management of your Personal health Information**

Your medical record is a confidential document. It is the policy of this practice to maintain security of personal health information all times & to ensure that this information is only available to authorised members of staff. A copy of our privacy policy is available upon request.

### **Transfer of medical Records**

If you wish to transfer your health record to our clinic from another clinic please complete the Transfer of Medical Records form. Fees may be charged by the other clinic. WFM will charge a \$25 administration fee to transfer your records to another clinic.

### **Communication Services**

WFM is able to arrange free telephone or in-person interpreters through the Translating and Interpretive Service. The National Relay Service is also available for people who are deaf or have a hearing or speech impairment. Alternatively, a family member or other person may be present for a consultation with the patient's consent.

### **Home Visits**

Whilst it is the preference for patients to attend the clinic, Doctors and other practice staff will make visits to regular patients of our practice where it is safe and reasonable. These visits may be to patients in their homes, residential aged care facility, residential care facility, or hospital both within and outside normal opening hours where such visits are deemed safe, and where the patients are acutely ill, immobile and elderly or have no means of transport to the practice. Please call reception to discuss any home visit need.



PO Box 1164 \* 77 Victoria Street \* Warragul, Vic 3820  
Ph: (03) 5622 2973 \* Fax (03) 5622 2773 \* [www.WarraguFamilyMedicine.com.au](http://www.WarraguFamilyMedicine.com.au)

### **No Smoking Policy**

Our practice is smoke/tobacco/vape/etc free in all areas. Your doctor or nurse will be happy to discuss smoking cessation programs with you.

### **Occupational Violence/Harassment/Unreasonable Behaviour Policy**

Any form of violence, intimidation, harassment, bullying etc will not be tolerated.  
All staff and visitors have the right to a safe and comfortable environment!

### **Complaints/Comments/Suggestions**

We respect your right to have your say and welcome constructive feedback, complaints or suggestions, and having these comments or complaints dealt with in a fair, reasonable and timely manner.

Please feel free to talk to your doctor, receptionist. The Practice Manager is also available to speak with. This may be arranged via reception.

If you wish to take the matter further and feel that you would like to discuss the issue with someone outside of the clinic please contact the Health Care Complaints Commission on 1300 582 113