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Issued: / /

## MEDICAL RECORDS TRANSFER CONSENT FORM

I, \_\_\_\_\_ (Patient Name) \_\_\_\_\_ (Date of birth)

Of \_\_\_\_\_ (Patient Address)

*authorise*

**Dr Michael Higgs, Parkside Cosmetic Surgery**

to release my health record to

**NEW LOCATION**

**Dr Rodney Cooter, Plastic Surgeon,  
Waverley House Plastic Surgery Centre  
Level 1, 360 South Terrace, Adelaide SA 5000  
Phone: (08) 8223 1330 Fax: (08) 8223 1937**

Due to the permanent closure of Parkside Cosmetic Surgery, I have been advised that Dr Cooter is willing to retain my medical record for the seven year mandatory period and is available as a point of contact for future consultation, clinical reviews, plastic and cosmetic surgery.

*I therefore acknowledge and authorise this transfer-*

**Patient Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Contact number** \_\_\_\_\_

**Please return this form as soon as possible**

### IF YOU DO NOTHING:

- If this form is not returned **within 30 days**, my medical record will be transferred to Dr Cooter at Waverley House Plastic Surgery Centre at the above location.
- I acknowledge that I am under no obligation to seek professional assistance from Dr Cooter or services from Waverley House Plastic Surgery Centre and may choose to request a copy<sup>1</sup> of my record to be sent to an alternate medical provider.
- I understand that my medical record will be securely stored at this location until it has reached the mandatory storage period of **seven years**<sup>2</sup> (or greater) - unless otherwise advised.

OPT OUT: I acknowledge that by choosing to “opt out” of the transfer of my medical record to the new location (via ticking the box below), it WILL NOT be available for future reference at either of the abovementioned surgeries and the location of my file will then be my responsibility to source.

OPT OUT<sup>3</sup>:  I do NOT wish to have my records stored at Waverley House Plastic Surgery Centre.

1 – A small fee may apply for photocopying, postage & handling of copies of the medical record.

2 – Medical records of patients with **breast implants** inserted via Dr Higgs that are greater than seven years old will be retained for longer than the mandatory period due to these prosthetic devices lasting for greater than seven years when implanted. (Unless you choose to “opt out” as indicated above)

3 - If your medical record is greater than seven years old (since your last attendance at Parkside Cosmetic Surgery), and does not involve a breast implant it will be destroyed in a confidential manner.