Hunter Children's Clinics Pty Ltd
Form Completion Policy

Current as of: 31st August 2022

Introduction:

This policy outlines the expectations for the completion of forms and reports for external agencies such as the NDIS for all children seen at clinics run by Hunter Children's Clinics Pty Ltd.

Purpose and objectives:

The policy is designed to communicate to patients, their families, medical staff and administrative staff at Hunter Children's Clinics Pty Ltd the organisations expectations for the completion of forms and reports.

Scope:

This policy applies to all patients or clients seen at clinics run by Hunter Children's Clinics Pty Ltd. This policy also applies to all employees, contractors, and students, who work within Hunter Children's Clinics Pty Ltd.

Definitions:

The organisation: Refers to Hunter Children's Clinics Pty Ltd

Policy content:

Often children require forms to be completed for other parties such as Centrelink or the NDIS.

Forms should be completed during an arranged consultation as opposed to between consultations.

Parents or carers should print the relevant forms themselves and complete all their sections prior to the appointment.

They should then be brought to the next appointment and at the start of the consultation be given to their doctor to complete.

If the child does not have an upcoming consultation, then this should be arranged through the reception staff, and may take the form of a face-to-face or telehealth consultation, which will be up to the discretion of the treating doctor.

The consultation fee that is charged is up to the discretion of the treating doctor but should reflect the amount of time taken, and whether there were any additional discussions relating to the care of the patient.

Policy review statement:
This policy will be reviewed regularly to ensure it reflects the current processes and procedures of the organisation and current legislation requirements.

Approvals:
Date of approval: 31st August 2022
Date of review: 31st August 2023