MSH patient information

#ndisready

Accessing medical information for the NDIS

The National Disability Insurance Scheme (NDIS) may need some medical information about your disability or how it affects you. A health professional, such as your doctor or social worker, could have this information or it could be in your medical record. You can ask for the information yourself or the person who helps you make decisions can do it for you.

How to apply

» Ask your health care team to help you apply OR
» Go to your hospital and fill out a form OR
» Write a letter or email to the Information Access Unit at your hospital

If you are not sure who to ask, phone any hospital on the list and they will be able to help you.

What to ask for

The NDIS does not need your whole medical file. They usually just need information on what your disability is, if it is permanent and the functional impact on your life.

Check with the NDIS or your health professional about what exactly you need.

What to take with you

Documents to prove your identity such as:

» Drivers Licence
» Copy of a birth certificate or extract from a register of births
» Passport
» Student ID Card
» Medicare and Healthcare card

* If you post the application, copies of your identify documents will need to be certified by a Justice of the Peace or Commissioner of Declarations or Solicitor.

Facility	Address and phone	Facility	Address and phone
Logan Hospital Beaudesert Hospital Any Community facilities	**Information Access Unit** Logan Hospital PO Box 6031 Yatala QLD 4207 (07) 3299 8979 IAU.LBC@health.qld.gov.au	Queen Elizabeth II Jubilee Hospital	**Information Access Unit** Queen Elizabeth II Hospital Locked Bag No 2 Archerfield QLD 4108 (07) 3182 6762 IAU.QE2@health.qld.gov.au
Princess Alexandra Hospital	**Information Access Unit** Princess Alexandra Hospital Ipswich Road Woolloongabba QLD 4102 (07) 3176 5951 PAHInformation.AccessUnit@health.qld.gov.au	Redland Hospital Wynnum Health Service Other Bayside facilities	**Information Access Unit** Redland Hospital PO Box 585 Cleveland QLD 4163 (07) 3488 3368 IAU.RLH@health.qld.gov.au

What happens next

The Information Access Unit will process your application as soon as possible. This is usually between 14 – 25 business days or sometimes longer if there are large numbers of requests.

How to collect your information

» Copies of medical records are usually sent by Registered Post to the address you nominated on your application form.
» If you want to collect the information in person you must let the Information Access Unit know AND take along your identification documents.

We care about you

Metro South Health

Queensland Government