

Mildura Base Public Hospital – Part II

Statements

In complying with the *Freedom of Information Act (FOI) 1982* (Vic) (Act), Mildura Base Public Hospital is required to publish a series of statements outlining the organisation's functions, processes, and the types of documents held that are either publicly available or available for access under the Act.

- Statement One: Organisation and function
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Statement One: Organisation and function

Mildura Base Public Hospital is a 172-bed (level 1) tertiary teaching hospital, offering services to both public and private patients. We provide services to the community of Mildura and the Northern Mallee region in:

- Emergency Care
- Maternity
- Intensive Care
- General Medicine and Surgery
- Oncology
- Dialysis
- Mental Health (inpatient and community services)
- Ambulatory Services
- Pathology
- Medical Imaging
- Pharmacy
- Allied Health Services

Our services are delivered by our dedicated staff who provide inpatient care and medical coverage 24 hours a day.

Statement Two: Categories of documents

Mildura Base Public Hospital (MBPH) collects and stores information in accordance with the *Health records Act 2001* (Vic). In addition to health information, MBPH creates and maintains a large number of documents and records during the course of its operational and administrative processes.

Under the FOI Act, MBPH must publish a statement specifying the categories of documents maintained by the organisation. The following list broadly outlines the types of documents held by MBPH:

- Health information/medical records
- Employee records

- Reports
- Policies, procedures and clinical guidelines
- Financial records

Please note, the above examples are not an exhaustive list of documents held by MBPH.

Statement Three: Freedom of Information arrangements

The FOI Act 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 requests for access to health information on behalf of another individual. The FOI Act also enables individuals to apply for amendment of incorrect information within their records held by MBPH.

All FOI applications are processed at MBPH on behalf of all MBPH sites and services. 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 MBPH are available via the MBPH website:

[Mildura Base Public Hospital : Home](#)

FOI applications can be addressed to:
Privacy Office
Mildura Base Public Hospital
PO Box 620
Mildura VIC 3502

Email: mbph-privacy@mbph.org.au

Statement Four: Publications

MBPH makes available the following publications:

MBPH Heartbeat
Strategic Plan
Annual Report
Action Plans

These publications can be accessed at the following link:

[Mildura Base Public Hospital : Publications](#)

MBPH produces a wide range of written health information across the organisation. Written health information is any information, including brochures, instruction 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

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

Requests for access to copies of MBPH policies, procedures and/or clinical guidelines should be submitted through the Privacy Office.

Statement Six: Report literature

Annual reporting for MBPH can be found at

[Mildura Base Public Hospital : Publications](#)