

Dr Tess Higgins  
Dr Tim Copland  
Dr Lu-Ann Chan  
Dr Tricia Clark

Dr Patrick Chen  
Dr Damian Gilbert  
Dr David Connah  
Dr Lionel Lee



## TRANSFER OF MEDICAL RECORDS CONSENT FORM

Previous Practice Name: \_\_\_\_\_

Previous Practice Address/ Phone number: \_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

We wish to advise you that the following patient(s) are now attending this medical practice and would like to have his/her/their medical records transferred. We would appreciate it if you could send any relevant information which would assist with their continuing care. If your practice uses Best Practice software, we kindly ask if you could export the patient files using XML format\*. Thank you for your assistance.

I hereby authorise the release of my/our medical records to The Practice at Clem Jones Centre.

Patients name: \_\_\_\_\_

DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please include other members of my family (18 years and under) as listed:

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Record to please include:

Full medical history  
 Allergies & adverse reactions  
 Investigation reports / Name of pathology or radiology providers

Investigation Reports  
 Specialist Letters  
 Previous GP Care Plans or Mental Health Care Plans (721, 723, 2715, 2712, 7215) or dates of these plans

\*How to export file if your practice uses Best Practice Premier

Once a patient record is open, go to the File menu and select Export Patient. Click the Entire Record tick box and make sure that XML is selected as the Export as option, then click Export.

On clicking the Export button, the Save As dialogue box will appear on your screen. Please email to: [admin@tpcjc.com.au](mailto:admin@tpcjc.com.au)

### To be completed by Practice sending files

Date Records Request Received:

Date Records Sent:

Sent by:  Fax  E-mail  Medical Objects

Name of Person completing release:



The Practice at Clem Jones Centre  
Suite 3103, 56 Zahel St  
Carina, QLD 4152

Ph: (07) 3522 1868  
[admin@tpcjc.com.au](mailto:admin@tpcjc.com.au)  
[www\(tpcjc.com.au](http://www(tpcjc.com.au)