

INFORMATION SHEET
REQUEST FOR PSYCHOLOGY RECORD

From 29 November 2013, all mental health documentation raised on you from this date will be filed on your Medical Record. Documentation related to recruitment and in-Service selection activities and any mental health documentation completed prior to 29 November 2013 will be retained on your Psychology Record. **If the information you are seeking is not on your Psychology Record, it is advised you obtain a copy of your Medical Record.** Further information on how to obtain your Medical Record can be found via <http://www.defence.gov.au/foi/> (under the tab service & medical records & discharge certificates).

To request your Psychology Record, or any part thereof, the following action is required:

The request is to be made in writing, or using the attached form, and must be signed by you (the requester).

It is to be sent to the Director Mental Health Clinical Standards and Practice; this can be done via mail, fax (02) 6266 3957 or scan the signed request paperwork and email to: dpsych@defence.gov.au.

Director
Mental Health Clinical Standards and Practice
CP3- 7-033
PO Box 7912
CANBERRA BC ACT 2610

We cannot action email or any other correspondence that is not signed.

In the request, you need to state that you would like either:

- a. a complete copy of your Psychology Record; or
- b. the specific parts of the record that you require (e.g. range of dates).

To aid us in responding to your request we require the following details:

- a. Full Name (including any name changes or alias);
- b. Date of birth;
- c. Current address and contact telephone number; and
- d. Complete service details (including service number, date of enlistment and date of discharge) (if applicable).

It is important that you provide accurate information to enable the Psychology Record, or particular document sought, to be positively identified.

Your telephone contact number is required should clarification or further information need to be obtained.

Releases can sometimes take more than 30 days to finalise. If there is an urgency involved in the request then details regarding why the matter is urgent and the latest

date the documents are required should be included in the letter. We will attempt to respond by the requested date but cannot guarantee a response within your timeframe.

Third Party Release

If you would like your Psychology Record sent to someone other than yourself, you need to specify the relationship of the third party to you (e.g. my legal representative, my doctor, etc).

Enter the name of the third party, their postal address and their telephone number.

If an individual has legal authority as a third party to receive the Defence member's Psychology Record, they must provide evidence e.g. Power of Attorney, death certificate.