

Forms to Complete

Completing your Admission Forms and Health Questionnaire

Your forms are included in this pack.

Please complete these 3 forms at your earliest convenience and return them to us at least **7 – 10 working days prior to your admission.**

These forms can be delivered, posted or emailed

Deliver	Main Reception Bowen Hospital Churchill Drive Crofton Downs Wellington 6035
Post	A reply-paid envelope is provided
Phone	(04) 479 2069
Email	admissions@bowen.co.nz

If you are unable to get these forms to us in the time specified, or if you emailed them to us, please ensure that you bring the originals with you on admission.

About these forms

Consent Form	Relates to your medical diagnosis and details of the treatment which will be provided to you. Please complete the personal details only. The consent to anaesthesia and treatment must be completed in consultation with your specialist and anaesthetist.
Admission Form	Contains personal and payment information and your agreement to pay the hospital charges.
Health Questionnaire	Provides us with necessary details about your medical history.

Privacy of health information

Under the provision of the Health Information Privacy Code 2020, we have a requirement to collect and store information about each of our patients to help provide quality, safe treatment. It is mandatory for us to send certain health information to other organisations such as the Ministry of Health.

Your medical records will be kept secure and will only be accessed by authorised personnel for the purpose of your care. As a patient, you have the right of access to your medical records for as long as we store them. Request for access can be made through our Privacy Officer who will be happy to provide you with the necessary form to complete.

On the day of your operation and until you are able to receive phone calls, our reception or nursing staff will provide callers with a general statement about your health, unless advised otherwise. **If you do not wish to have any information disclosed, please inform us at the time of admission.**

Trainee Nurses

Throughout the year Bowen Hospital may be visited by trainee nurses. An essential part of their training is contact with patients, which occurs only under the direct supervision of senior staff. Such contact requires the support and consent of the patients involved and this is very much appreciated by the trainees and senior staff.

Your consent for trainees to be present will always be sought prior to any consultation or treatment.