

HOUSE CALLS

House calls are provided for housebound patients. If possible, please ring before 11.00am to speak with your doctor to organise a suitable time. For safety reasons you must be a regular patient of the practice for at least a 12 month period to qualify for house visits. If you require a home visit after surgery hours please call **6331 7077**. If it is an emergency please phone **000** for an ambulance or present to the Bathurst Base Hospital.

NURSING HOME VISITS

The Doctors at Loxley House Family Practice visit their Nursing Home patients regularly at a time determined by the Doctor and/or after consultation with nursing staff at the relevant Nursing Home.

RESULTS

Your GP may advise you that your results can be given over the phone. In these cases our staff will arrange a telephone appt for for you to speak to your GP. Alternatively our administration staff may contact you to arrange for a face to face appointment at your GP's request to discuss results where necessary.

REMINDER / RECALL SYSTEM

The Doctors at Loxley House Family Practice are committed to preventative care. We may issue you with a reminder notice from time to time, offering you preventative health services appropriate to your care. Loxley House participates in National and State Recall/Reminder Registers as well as offering a Recall System to patients in relation to Diabetes, Aged Health Assessments and ATSI Health Assessments. If you do not wish to be part of these projects please advise your Doctor.

TRANSFER OF MEDICAL RECORDS

If you require records to be transferred from your old practice, our reception staff will be happy to provide you with a file transfer request form.

If you request your file from Loxley House to be transferred to another practice we require a signed letter of release. We will act upon your request promptly and there may be a charge associated with this request.

INTERPRETER SERVICES /131 450

If you or a family member require an interpreter service, we can organise this for you. Please let us know when you make the appointment.

WHEELCHAIR ACCESS

Access is available through our back entrance. You can enter via the driveway in Seymour Street. Disabled parking is also available. If you require assistance, phone 6331 7077 and the reception staff will assist you.

MEDICAL STUDENTS

As part of our commitment to medical education, Loxley House Family Practice will occasionally have students sitting in with your Doctor as observers. However please feel free to request that the student leave the room at the time of your consultation.

PATIENT FEEDBACK

From time to time we ask our patients if they would participate in our practice surveys. We understand that your opinions are of great importance to us. They help us to assess the type of services that we are providing. They are completely confidential.

PROBLEMS AND COMPLAINTS

We realise that problems can arise with medical care. If you have any queries or problems with any aspect of your health care, please do not hesitate to speak with one of our doctors or a member of our staff. If you have any complaints that you feel cannot be resolved, you can contact The Medical Complaints Body for NSW by phone on **1800 043 159** or at:

*Medical Complaints Body for NSW
Health Care Complaints Commission
Locked Bag 18, STRAWBERRY HILLS 2012*

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INFORMED PATIENT DECISIONS: Our practice gives patients sufficient information about the purpose, importance, benefits, risks and possible costs associated with proposed

PRIVACY STATEMENT: This practice maintains security of personal health information at all times and ensures that this information is only available to authorised members of our staff. The privacy policy is available on our website or at reception.



LOXLEY HOUSE FAMILY PRACTICE

We are a family medical practice committed to providing a comprehensive medical service to you and your family.

46 KEPPEL STREET, BATHURST
PH: 02 6331 7077 FAX: 02 6332 1493

www.loxley.com.au

Office Hours

Monday - Friday	8.00am - 6.00pm
Saturday	9.00am - 11.00am <i>Bookings on the day only</i>
Sunday	Please phone 6331 7077 for after hours service

Doctors

Dr Jonathan Corbett-Jones	Dr Vidya Murugiah
Dr Sanjaya Kapuwatte	Dr Anh Tran
Dr Damyani Naidu	Dr Linda Vu
Dr Natalie Baptista	

Practice Staff

Practice Manager: Sonya
Nursing: Fiona, Sharn, Maddison
Office: Donna, Lisa, Bec, Rebecca, Linda, Molly

THE DOCTORS

Dr Jonathan Corbett-Jones Children's Health, Mental Health counselling. Work Cover specialist and Occupational Medicine.

Dr Sanjaya Kapuwatte Minor surgery and procedures, muscular and orthopaedics, cosmetic injectables, pain management.

Dr Damyanti Naidu Mental Health, Women's and Children's health, long term care and family medicine.

Dr Anh Tran Children's Health, Dermatology, Chronic Disease

Dr Vidya Murugiah General Family Medicine, Children's Health, Minor surgical procedures

Dr Natalie Baptista General Family Medicine, Womens and Childrens Health

Dr Linda Vu General Family Medicine, Childrens Health

SERVICES

Adolescent Health

Antenatal Care

Asthma Education

Child Immunisations

Counselling

Diabetes Education

Family Medicine

Employment Medicals

Family Planning

Health Screening

Insurance Medicals

Obstetrics

Pain Management

Paediatrics

Skin Checks

Travel Vaccinations

Women's Health

CONSULTATIONS

Monday - Friday between 8am and 5.40pm by appointment.

Please phone after **8.00am** to book an appointment.

Longer Consultations

If you feel a standard appointment time is not sufficient to deal with your problem please advise the receptionist so that a longer appointment can be made.

Saturday morning is reserved for emergency consultations and is with the doctor on call.

Please phone the surgery **on the day** after **9.00am**.

In an emergency, **Bathurst Base Hospital. Ph: 6330 5311 or 000.**

FEES

Based on the service provided under the guidelines set by the A.M.A., different fees do occur for a wide variety of consultations and procedures. Loxley House Family Practice has a combination of Private and Medicare Services. All patients are expected to pay a private fee unless they provide Reception with the details of the Pension or Health Care Card.

A standard consultation may vary from \$51.00 to \$88.00. We ask for payment on the day.

Professional Fees & Charges

Consultations

Level A Consultation up to	\$51.00
Level B Consultation up to	\$102.00
Level C Consultation up to	\$188.00
Telehealth Consultation (to be eligible for Bulkbilling Patients must be seen within 12months otherwise a \$65.00 fee upfront)	

Workers Compensation

Level B Consultation up to	\$102.00
Level C Consultation up to	\$188.00

Failure to attend your scheduled appointment or failure to give minimum 2 hours notice when cancelling will incur a \$65

ONLINE BOOKING

We offer the option of online booking. This can be done through our website www.loxley.com.au/bookonline or by downloading the HotDoc App on your smartphone.

EMAIL

Email is not a secure form of communication and is not encouraged by Loxley House Family Practice .

PRESCRIPTIONS

If you require a repeat prescription of a medicine you usually take, you can order it via Hotdoc, phone or in person. *You will require* an appointment if you haven't been seen for 12mths or if it is not a usual medication you take. ***In the absence of your usual GP, you may be required to see one of our other doctors for your prescription.*** Please allow 24hrs for scripts to be written. This service attracts a fee.

Prescriptions \$15.00

REFERRALS

All referrals to specialists/pathology/radiology require a consultation with your GP.

If you require a reprint of your referral, it will incur a fee.

Referral fee will be up to \$15.00

PAPERWORK/FORMS

If you have any paperwork that needs to be completed by a Doctor you will need to make an appointment.

TELEPHONE CALLS

If you need to speak to your Doctor for advice a Telephone appointment can be arranged with your GP if you have been seen at the practice within the last 12 months.

AFTER HOURS

If you require assistance outside regular hours please call the surgery on 6331 7077, you can then choose to be connected to the GP on call or our after hours Service 13sick. Fees may apply for this service.

If you experience a medical emergency after hours please call 000 or proceed directly to Bathurst Base Hospital 361-365 Howick Street, Bathurst.

WALK-IN APPOINTMENTS

Loxley House Family Practice welcomes walk-ins. We will endeavour to accommodate you with the earliest appointment available on that day, we may require you to come back at a later appointment time.

Emergencies will always be accommodated.

WOMEN'S HEALTH

Dr Damy Naidu, Dr Vidya Murugiah, Dr Anh Tran and Dr Natalie Baptista provide cervical screening services to our patients. Self Collection options are also available. For further information, please speak with our reception staff.