

ONE POINT

MEDICAL

WE ARE COMMITTED TO PROVIDING FIRST CLASS HEALTHCARE TO OUR PATIENTS. PLEASE CHECK OUT THE FOLLOWING INFORMATION ABOUT OUR PRACTICE.

Appointments

- One Point Medical operates an appointment system. A standard appointment is usually adequate to deal with most health issues. If you are making an appointment for an insurance or employment medical, procedure or complex/multiple medical problems, please book a longer appointment.
- Please ensure a separate appointment is made for each family member.
- Appointments are made at 15 minute intervals so you can normally expect to spend that long with your doctor.
- Appointment slots are held aside each day for same day urgent reviews, walk-ins or sick children.
- **An Online Appointments facility is now available through our web site**
www.onepointmedical.com.au

Same day policy

- If you or someone you know is unwell enough to call us, we know you'll want to see a doctor right away. That's why we have a same day policy (*or next available appointment *note below*). The appointment may not be with your usual doctor, and a wider variety of available times will be disclosed dependent on the time of day we are first notified of your desire to book an appointment, but we always do our best to accommodate your unique needs.
** Please note from time to time*

there are emergencies, and on rare occasions this policy may not apply.

Reminder System

- We know it can be difficult sometimes to remember appointments. That's why we have a computerised recall system. Our patients are reminded to attend appointments by SMS or email.

Waiting times

- No one likes to be kept waiting. Our staff respect this and try to adhere to appointment times. The unpredictable nature of a medical practice means that consultations sometimes last longer than anticipated. We sincerely regret any inconvenience caused to patients when we are behind schedule.
- Please feel free to phone our surgery to check whether your appointment will be on time.
- Reception will also try to send you an SMS advising of any delay.
- If you require any assistance, please consult our friendly staff.

Cancellation Policy

- Patients who cancel an appointment with less than 4 hours' notice, or who fail to attend (such as forgetting the time) will be subject to a cancellation charge.

ONE POINT MEDICAL

3/328 Malvern Road

Prahran VIC 3181

T (03) 9533 2800

F (03) 9533 7800

E reception@onepointmedical.com.au

W www.onepointmedical.com.au

Practice Hours

MON: 8.30am - 5.30pm

TUE: 8.30am - 4.30pm

WED: 8.30am - 5.30pm

THR: 8.30am - 4.30pm

FRI: 8.30am - 5.30pm

SAT: 8.30am - 12.30pm

Sunday: Closed

Our Doctors

Dr Chris Mulroney

BSc(Hons), MBBS

Dr Sophie MacNeil

MBBS (Hons), FRACGP, DRANZCOG

Dr Juliet Froomes

MBBS, FRACGP, Dip.Obstetrics, Cert.Reprod.Health

Dr Reshma Saseendran

MBBS

- The charge is based on whether a single or double appointment had been booked and is 75% of the fee.

Repeat Prescriptions

- In order to monitor your health and fulfill our ethical and legal responsibilities, we require that you attend your doctor (or if your usual doctor is not available, one of the other doctors) in order to receive further prescriptions for your medications.

Sickness Certificates

- A certificate may only be issued after an examination by a doctor, so please make an appointment for this.

Receiving Results

- It is the policy of this practice to have all patients return for a consultation for their results. In certain circumstances the nurse will be authorized to give results over the phone

Telephoning your Doctor

- If you need to contact your doctor please phone the reception staff and they will ensure your message is relayed and dealt with ASAP.

Billing Arrangements

- Your account will depend on the type and length of consultation. Payment on the day is expected unless prior arrangements have been made. We do not have an account system.
- Workers compensation accounts will be billed to Work Safe or your employer, however, should liability not be accepted for the injury then the account will be your responsibility. Please ensure that you have your claim number available. The first WorkSafe consultation is paid by the patient
- Please note that the reception staff can help you claim your Medicare Rebate through the practice TYRO

machine. The rebate is deposited directly into your account. Eftpos, credit card, cheque and cash facilities are available for your convenience.

Vaccines

- Patients are encouraged to take advantage of free vaccines made available by the Federal and State Governments. Please ask our nursing staff or your doctor for further details.
- For those planning travel overseas, we stock the standard vaccines commonly required. Please call to enquire what you may need for your trip.

Magazines

- We have a diverse selection of books and magazines for our patients to enjoy. We also offer a complimentary photocopying service in case you find an article that you would like to keep.

Brochures

- We have many brochures available for perusal and to advocate the importance of public health education. Patients are made aware via signage and our marketing materials that anything they require which is not available can be ordered in. In addition, information sheets are provided to patients on a regular basis where relevant. These may include information on the flu, chickenpox or any current epidemic.

A team of friendly doctors

- We understand that it is important to find a doctor that you feel comfortable discussing all of your health issues with. We have a team of highly trained and experienced GPs with expertise in women's health, men's health, children's health, surgical procedures and mental and emotional health.

Staff training

- Staff attend regular training, seminars and workshops to ensure their skills are up to date and to introduce new ideas to the practice.

Location

- We are located on Malvern Road, Prahran. The practice is easily accessible with car parking available in various locations near the surgery and disabled access. To make receiving comprehensive health care even easier, we have a pathology company in the surgery, and a full xray service right next door (Victoria House)

Facilities for people with a disability

- Our practice has a second entrance with ramp access for patients with wheelchairs, walking aids and prams.

Child Friendly Area

- A colourful room where kids can be quietly entertained with books, toys, drawing materials or DVDs.

After Hours Care/ Home Visits

- **Please remember: - If you have a medical emergency telephone '000' for immediate care.**
- One Point Medical contract a medical deputising service for after hours medical care: **Doctor To You 1300 30 38 34**
- The afterhours deputizing service offers home visits after hours which are classified as:
Mon – Fri : 6.00pm – 8.00am
Saturday: from 12 noon
Sunday, Public Holiday: all day

Interpreter Service

- Whatever your preferred language, we can help you organize an interpreter to assist with any language barriers. We also arrange

interpreters through NABS, National Auslan Interpreter Service, for our deaf patients.

- NABS National Auslan Website <http://www.nabs.org.au>

One Point Medical uses the Telephone Interpreter Service 1300 131 450 when required. We can organize an “over the phone” service or with 48 hours notice an “on-site” service. Telephone Interpreting Services website <http://www.multicultural.qld.gov.au/services-resources/translating-interpreting-services/>

Management of your files

- Your medical information is confidential, however One Point

Patient feedback

- Our goal is to provide a quality and caring service in a comfortable, harmonious atmosphere. Therefore if you have any concerns or suggestions, please phone or write to:

Ms Nicky Jardine

Bhacs.,Dip.P Mgmt.,FAAPM.,JPQ

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E manager@onepointmedical.com.au

We genuinely wish to hear from you. From time to time this practice invites patients to complete questionnaires on their views of the practice and how it could be improved. These surveys are completely confidential and help us to improve our services. We believe that problems are best dealt with through the practice. Indeed, we want to know if you are concerned about any aspect of our service. However, if you feel there is a problem you may wish to take outside, you may prefer to contact the Victoria Government Centre for handling complaints.

Health Quality and Complaints Commission

Health Services Commissioner

Complaints and Information

Telephone: (03) 8601 5200

Toll Free: 1800 136 066

Fax No.: (03) 8601 5219

<http://www.health.vic.gov.au/hsc/patient/complaint.htm>

Medical often forwards certain medical information to other medical organizations such as the Immunisation Register. This is a normal practice and is only for the benefit of the patient. Information at One Point Medical is handled according to the present Privacy Act. Should you require further details, please speak to the Practice Manager (details below).

Gaining regular patient feedback

- We appreciate patient feedback. Please speak to your receptionist and/or place your comments in our special Suggestion Box.

Please stay tuned for information on:

- Online results for patients
- Online Prescription service
- Updates to website: www.onepointmedical.com.au
- Like us on facebook: <https://www.facebook.com>