

55 Bathurst Road, Orange NSW

63915900 (F) 02 63915999

www.thewellnesshouse.com.au



2800 (T) 02

(A/A) 0429943112

Practice Information Sheet

Consulting Hours

Monday to Friday - 8am to 8pm (Last appointment 7:30pm or as needed)

Saturday - 8am to 2pm

Sunday - 10am to 3pm

Appointments can be booked at any time online via **HotDoc** or our website or by phoning 63915900.

Fees

Medical: **Monday to Friday**

All medical consults are bulk-billed.

Worker's Compensation consults are charged to the nominated company.

Ask Reception for specific fees.

Saturday

Bulk-billing applies for Pension or HCC Holders and children under 16 years of age

\$55.00 is charged for all Consults for non-eligible persons until 1pm Saturday (Non Card Holders) to be paid on the day.

\$75.00 is charged for Consults for non-eligible persons after 1pm. (Non Card Holders) to be paid on the day

Sunday

Bulk-billing applies for Pension or HCC Holders and children under 16 years of age

\$75.00 is charged for Consults for non-eligible persons (Non Card Holders) to be paid on the day

If you have advised Medicare of your Banking details, a rebate will be credited to your account with 48 hours. Claims may also be made at the Orange Medicare Office

After Hours Service - On call Phone 0429 943 112

Between 6pm and 8 am weekdays and 1pm Saturday to 8 am Monday, one of our General Practitioners is available to give advice and /or consult outside of normal Centre Opening Hours

Home visits - can be arranged in discussion with your regular General Practitioner.

Walk- In Patients: Patients registered or unregistered with The Wellness House are able to “walk-in” and be offered a suitable consult time after Triage by the Nursing Staff. Every attempt is made to accommodate “walk-ins” according to the urgency of their situation.

Allied Health Practitioners:

Allied Health Practitioners charge a Private Fee as determined by each Practitioner. A referral is necessary for your Private Health Fund claim.

Enhanced Primary Care plans provide a limited number of treatments with a Medicare rebate. Your Allied Health Provider will advise the method for paying and/or claiming for these treatments. Please check with Reception on completion of your visit

DVA gold card holders need to check with DVA.

Privacy policy

Your medical record is a confidential e-document. It is the policy of this practice to maintain security of personal health information at all times and to ensure that this information is only available to authorised persons.

Records transfer can be arranged with a signed consent form available from Reception.

You may have a copy of our full Privacy Policy on request at Reception.

Patient Rights

Participation concerning your treatment or the recommendations offered to you can be discussed with your GP or nurse by making a follow up appointment or seeking a second opinion. You have the right to refuse treatment if you wish.

Referrals to other practitioners. Your referral s will be handed to you at consult or will be sent encoded if possible or faxed directly to the Specialist.

Communication Policy

The Wellness House can be contacted by:

Phone: (02) 6391 5900

After Hours: 0429 943 112

E-mail: admin@thewellnesshouse.com.au

If contact needs to be made with a patient, a phone call will be made to your mobile or home phone (as authorised by you) and a Text message will be sent to your personal mobile requesting you arrange a follow up appointment. If there is no response, a letter will be sent. This is documented in your patient file.

Difficulty in communication –

If you experience difficulty in comprehending due to language or hearing problems - Reception and the Doctor will be able to utilise a Translator Service 131450 or Impaired Hearing Service

Follow up of Results

Your Doctor will request a follow-up visit to discuss results. Several calls will be made to your Mobile or Home phone and messages left. If no response, a letter will be sent requesting contact. This will be documented in your patient file.

Reminder systems

Text reminders are sent to all patients booked for appointments.

Text reminders are also sent to patients booked with Allied Health Providers. Patients are asked to advise if unable to attend. These are sent 1-2 days before the scheduled appointment. If no Mobile is available a message is left on home phone to contact the Centre. If you fail to attend you may be charged a fee for non-attendance.

Feedback and complaints

To make a complaint or give feedback on the service received at The Wellness House a Suggestion/Complaint Box is provided in the Waiting Room. Complaints and

feedback are logged on the Complaints Register for the Practice Manager's attention. Formal complaints can be made in writing with the HCCC. Toll Free 1800 043 159. Ask Reception for the HCCC Brochure.

Complaints about Privacy Issues can be made to

The Office of the Australian Information Commissioner Ph: 1300 363 992

GPO Box 5218 Sydney NSW 2001

Complaints continued <http://www.oaic.gov.au/>

Complaints about GPs should be discussed with the Practice Manager and a notification can be made to Australian Health Practitioner Regulation Agency (AHPRA) <http://www.ahpra.gov.au> about the conduct, health or performance of a practitioner or the health of a student. Practitioners, employers and education providers are all mandated by law to notify of inappropriate or unsuitable conduct to a registered practitioner or student to AHPRA.

The Wellness House Team

Principals - Dr Thim Chen and Melinda King

General Practitioners:

Dr Thim Chen	FRACGP	Dr Aung Moe	FRACGP
Dr Usha Rani Maniam	FRACGP	Dr Alex Hoyle	FRACGP
Dr Lavanya Thalopathy		Dr Jie Zhang	
Dr Nutan Rayamajhi			

Nurses

Lynnie Lambell RN
Tonia Bariesheff RN
Martyn Davies RN
Alysha Whiteley RN

Admin and Reception Team

Lauren Rigg	Naomi Gibson
Julie Lee	Pauline Mathews
Belinda McDonald	Fran Reed
Joan Lenehan	Veronica Hazelton
Hope Lawry	Erin Losanno

Allied Health Practitioners

Matthew Brady – Chiropractor/Kinesiologist
Julian May/ Jocelyn Wood – Physiotherapists

Annabel Wykamp/Anna Downey/Laura Wong – Podiatrists
Michelle Stewart – Clinical Psychologist
Toni Smith – Psychologist
Peter Watt – Psychologist
Natalia Knezevic- Dietician
William Gill – Hypnotherapist

Our Allied Health Providers offer a wide variety of related services and treatments.

Requesting a doctor of your choice

When booking an appointment the patient is able to request the Doctor or Practitioner of their choice. This service can be accessed via reception or selecting the preferred practitioner online.

Consultation length

Consultations may vary in length depending on the reason for the consultation.

Procedures and cervical testing, vaccination and assessments, require a double appointment.

These consultations require both a Doctor and a nurse appointment to be booked.

Reception will advise regarding your consult needs and will allocate a suitable appointment time as needed.

HotDoc allows you to allocate more time by selecting a “long consult” or two appointment times.

Services - Available GP Services include:

Medical Consultations	Implanon insertion and removal
Travel vaccinations	Mirena removal
Skin checks	Diabetes care
Cervical Smears	Biopsies
Medical Examinations / Report	Medication Checks
Chronic Care Assessments	Asthma plans
Childhood Immunisations	Flu vaccinations
Small surgical procedures	Ear Syringing
45-49 year checks	75 year checks

Baby checks

Womens Health advice

Mens Health Checks

ATSI Health Checks

There may be a fee for these services – check with Reception prior to visit.

Please advise Reception of any changes in your contact details

Changes that impact your medical record include:

Name:(as it appears on your Medicare Card)

First.....

Last.....

Medicare Number.....

Pension /Health Care Card Number.....

Residential Address.....

.....

Postal Address.....

.....

Mobile Phone Number.....

Home Phone Number.....

Contact person (Emergency).....

Contact Person’s Best contact number.....

Important

Do you wish to receive reminders or text messages on your Mobile YES/NO

Thank you