



Welcome to Hawkins Medical Clinic. The information contained within this brochure is provided to assist your understanding of how Hawkins Medical Clinic works, so both doctors and staff may offer you a caring and efficient service.

OUR CLINIC

The Hawkins Medical Clinic aims to provide a comprehensive 24-hour medical service. We are committed to providing quality life-long care to all of our patients. We have two clinics, Hawkins @ Sturt Street and Hawkins @ Pine Hall Avenue. Our doctors have special areas of medical interests, for example; children's illnesses, obstetrics, men or women's health, occupational and preventative medicine, health education, conditions of the ageing, psychological problems and drug and alcohol abuse. Our practice provides patients with preventative care and early case detection reminders using local and state reminder systems.

Doctors consulting at Hawkins Medical Clinic

Dr G. Adhikary, Dr M. Bruorton, Dr D. Cross, Dr G. Gabutina, Dr E. Greenfield, Dr A. Gulati, Dr S. Gulati, Dr T. Harrison, Dr L.M. Kanters, Dr S. Lopa, Dr C. McLeod, Dr S. Milan, Dr A. Milne, Dr M. Mitchell, Dr N. Morshed, Dr P. Prem, Dr S. Rahman, Dr J. Tullett, Dr L. Twining and Dr R. Wallingford

CLINIC OPENING HOURS

Hawkins@Sturt is open from 8.00am to 7.30pm on weekdays and 8.00am to 11.00am on Saturday mornings.

Hawkins@Pinehall is open Monday- Friday 8:00am – 5:00pm.

Our consulting hours @ Sturt Street are:

| | |
|--------------------|----------------------------|
| Weekdays | 8:30 am to 6:00 pm |
| After hours | 7:00 pm to 7:30 pm |
| Saturdays | 8:30 am to 11:00 am |

Consultations are **by appointment only**. Appointments can be made during opening hours in the clinic or by telephoning **8725 5266**.

AFTER-HOURS (Hawkins@Sturt only)

The clinic is open after-hours on weekends and public holidays at the following times:

| | |
|------------------------------------|----------------|
| Saturdays | 7:00 pm |
| Sundays and Public Holidays | 7:00pm |

Please note after hours consultations are for **urgent** matters only. Appointments should be made where possible by telephoning **0418 838 466**. Higher rates of fees usually apply at these times.

A rostered clinic doctor is available on **0418 838 466** over all after-hours periods.

SCHEDULE OF FEES

All current fees are displayed within the clinic and on our website. Should you have specific enquiries, please discuss these with your doctor or the Practice Manager. Our doctors can advise you of other costs that may arise from your consultation or treatment. We will advise you of the costs of being referred to a specialist where possible or provide the relevant specialists details for you to enquire.

ACCOUNTS

Please present to the accounts department after your consultation. We are a mixed billing practice and full payment is expected on the day of your appointment. If you pay in full on a debit card we are able to refund the Medicare rebate at the same time, leaving the gap amount paid. Full pension card holders and Department of Veterans Affairs beneficiaries are billed at discounted rates for in-hours services. If you hold such cards, please indicate this to the receptionist on your arrival at the clinic.

Please discuss any problems regarding accounts with either your doctor or the Practice Manager.

APPOINTMENTS

The standard consultation time is 10-15 minutes. Please advise when booking if you require a longer time or have a special purpose for example; immunisation, insurance, pension or employment examination, or a worker's compensation case. You can also request a telehealth appointment (phone consultation) if appropriate for your situation, you must have been seen face to face in the clinic within the last 12 months to be eligible for a Medicare rebate.

Emergencies will always be given priority. Due to an emergency, there can occasionally be long delays to see your doctor. Please notify the receptionist if you have been waiting more than 30 minutes.

SAME DAY APPOINTMENTS (Monday – Friday at Hawkins@Sturt)

To improve on the day access for our patients we offer same day (weekday) duty appointments. All patients need to do is phone the clinic before 10am and ask for a same day appointment. We will endeavour to make an appointment for you, these calls will be triaged by our nursing staff.

REPEAT PRESCRIPTIONS

We offer daily phone script clinics. These clinics run Monday to Friday between 8:15 am and 8:45 am and also 6.30pm and 7.00pm. A duty doctor will call you to discuss your prescription requirements; however these clinics are **ONLY** for routine repeat prescriptions. These appointments are bulk billed if you have been seen face to face in the clinic within the last 12 months. Unfortunately, the GP will not prescribe drugs of dependence or authority scripts, please book a consult with your regular GP for these prescriptions. Patients should be reviewed by their regular GP at least 6 monthly for some conditions. Please see one of our reception staff for more information.

In addition to the script clinics we also provide repeat prescriptions at a nominal fee. Prescriptions will be available within **three** days of request. Please phone after 10:00 am and before 4:00 pm for repeat prescriptions only. All patients on long term medication should be reviewed at a consultation at least every six months. Patients on Webster pack medications are charged a \$5 fee per month.

INABILITY TO ATTEND

If for any reason you are unable to keep your appointment **PLEASE** ring the clinic and cancel your appointment. This courtesy makes it possible for another patient to utilise this time. A charge will apply if we are not advised within a reasonable period of your inability to keep your appointment. Patients with mobile phones are encouraged to ensure their details are up to date in our system so reminders can be sent out.

YOUR DOCTOR'S DAY

Each day the doctors have a variety of other activities in addition to their clinic responsibilities. These other activities may include hospital visits, home visits, nursing home visits, delivering babies, work site clinics, medical administration, lectures and meetings. This may mean that on some occasions your doctor may be unavailable at your preferred appointment time.

HOME VISITS

Home visiting is an important part of a community medical service and is available for regular patients whose medical condition prevents them from attending the clinic. If you require a home visit please ring as early as possible in the morning to enable the doctor to plan his or her day. Higher fees apply for home visits.

MEDICAL STUDENT & REGISTRAR TRAINING

Hawkins Clinic is an accredited training practice for undergraduate and post-graduate medical programmes. These programs include student attachments to individual clinic doctors for consulting room, home and hospital observation. You will always be advised beforehand of a student's presence in the consulting room, and you have the right to withhold your consent for that presence.

TEST RESULTS

Patients are encouraged to ring in for their test results after 10:00 am on weekdays. Alternatively, our staff will contact you on your doctor's behalf should there be a need for follow up of results or to arrange for a further appointment.

Telephone calls

Your GP can be contacted during normal consulting hours, our reception staff will be happy to take your telephone message and pass it onto your doctor. The receptionist may suggest that you speak with a practice nurse who may be able to assist you. Your doctor may return your call when possible or provide a response via their receptionist if suitable and/or advise if an appointment should be made to discuss the relevant issue. Please be mindful that most doctors at Hawkins Medical Clinic will require an appointment for completion of paperwork, scripts or repeat referrals.

Text messages

We will confirm your appointment by text message at 10am the day prior to your appointment. You will be asked to confirm your appointment by return text message with a simple "yes" to confirm your appointment. If you have not responded by 3pm, a reminder is then resent. If you wish to cancel your appointment, it is best to ring the clinic to re-schedule especially if you have more than one patient allocated to the same mobile number. In some circumstances, we may also contact you via text if we need to reschedule your appointment or we have been unable to contact you regarding results/appointments.

Emails

You can email Hawkins Medical Clinic at doctors@hawkinsmedical.com.au. This email address is a generic email address and is regularly monitored however it is NOT suitable for urgent medical concerns – please call the clinic if your enquiry is urgent or requires a same day response. If you wish to email your GP, please use the generic email address and it will be forwarded onto the appropriate doctor. Emails should not be used to make, change or cancel appointments, this must be done by ringing the clinic or via our online booking system. Patient results/medical correspondence will not be sent via email unless consent is given either verbally or in writing by the patient.

Medical Records

Your medical record information is a confidential document. Your record includes consultation notes, referrals letters, specialist letters, discharge summaries, pathology and radiology reports, medical certificates, and any other documents/correspondence relevant to your health care. Hawkins Medical Clinic strictly adheres to The Australian Privacy Principles under the Privacy Act 198. All your patient information is strictly private and confidential and not released unless prior written consent is obtained.

PRIVACY POLICY

We will not release information about you or your care to anyone without your written approval unless required by law. A copy of our privacy policy can be obtained from our website.

FEEDBACK

In the interest of improving our service to you we wish to hear if you have positive feedback, a complaint, or a helpful suggestion. Please feel free to discuss this with your doctor or our Practice Manager, Judith Williams. You may prefer to write to us with any concerns or suggestions.

If an agreeable outcome cannot be reached, please refer your complaint to The Office of the Health and Community Services Complaints Commissioner, www.hcscs.sa.gov.au, info@hcscs.sa.gov.au, (08) 7117 9313 OR 1800 232 007. Complaints may also be directed to the AMA (08) 8267 4355 or Australian Health Practitioners Register of Australia on 1300 419 495.

MORE INFORMATION

For more information about Hawkins Medical Clinic please visit our website- www.hawkinsmedical.com.au

Contact Us:

Telephone: 8725 5266

Fax: 8723 1297

After Hours Mobile: 0418 838 466

Hawkins@Sturt- 30 Sturt Street, Mount Gambier

Hawkins@Pinehall- 10-12 Pinehall Avenue, Suttontown

Email: doctors@hawkinsmedical.com.au



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