

# Welcome

Thank you for choosing the Manningham Day Procedure Centre. We hope that your time with us will be as comfortable and as pleasant as possible.

## Admission Forms

It is essential that the Manningham Day Procedure Centre receives your admission forms as soon as possible following your visit to your Doctor. If you need assistance to complete these forms or have any questions regarding your admission, please phone our reception on **03 8850 0590**.

## Valuables

It is strongly recommended that you **do not** bring jewellery or large amounts of money to the Centre. Manningham Day Procedure Centre does not accept responsibility or liability for any of these items.

## Food and Beverages

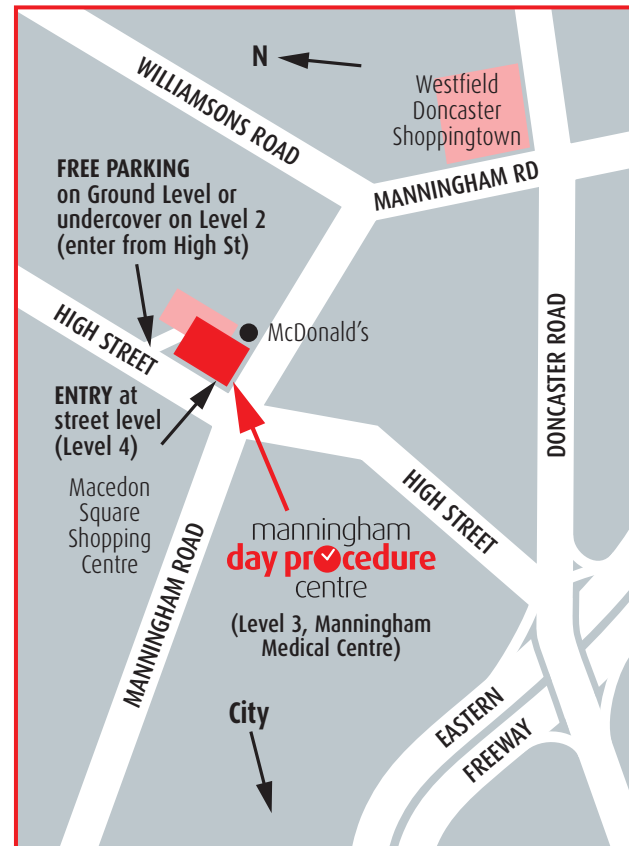
Food and beverages will be provided after your procedure as required. Refreshments for relatives and friends are available at the Café and Restaurant on Level 4.

## Transport

You **must not** drive a car until the day following your procedure. If you do, your motor vehicle insurer may not cover you. If you are planning to go home by taxi, you must arrange an escort to accompany you.



# Location (Melway 33:B9)



manningham  
**day procedure**  
centre

Level 3 Manningham Medical Centre  
200 High Street (Corner Manningham Road)  
Templestowe Lower Vic 3107 Australia

Telephone **03 8850 0590**

Fax 03 8850 0591

enquiries@mdpc.com.au

www.mdpc.com.au

# Patient Information



manningham  
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# General Information

## Parking

Ample free parking is available. You may park under the building on **Level 2** and take the lift to **Level 3**.

## Discharge Information

- Patients and their escort will be informed of their approximate discharge time on admission.
- You **must** arrange for someone to escort you home.
- Check with your Nurse about continuing medication and follow-up appointments, etc.
- Please remember to take any X-rays or medications you may have brought with you.

## Other Facilities within the Centre

Located within the Manningham Medical Centre are a Café and Restaurant, Specialist Medical Consulting Suites, General Practice, Gymnasium, Optometrist, Pathology, Pharmacy, Podiatry, Radiology and Speech Therapy services. Macedon Plaza Shopping Centre is situated directly opposite.

## Patient Rights and Responsibilities

A brochure is available, on admission, which outlines your rights and responsibilities as a patient in the Manningham Day Procedure Centre.

## Medical Records and Privacy

Records will be kept of your illness and treatment. They will be treated confidentially and the contents divulged only with your consent or when required by law. Manningham Day Procedure Centre complies with the Privacy Act 1988, including the way we collect, store, use and disclose health information.

It may be necessary for parts of your medical record to be disclosed to other medical professionals involved in your treatment, or during activities necessary to operate our Centre (eg. to your health fund, the DVA, the supplier of your prosthesis, our insurer, or to an external company contracted to evaluate customer satisfaction).

# Admission Procedure

## Admission Time

- Arrive at Manningham Day Procedure Centre on **Level 3** at the time indicated by your Doctor's staff and report to the Reception Desk.

## Please Bring with You

- All current medication in their **original** containers.
- All current X-rays or scans.
- Mobility Aids, Hearing Aids, Reading Glasses.

## On the Day of Admission

Unless your Doctor gives you other instructions:

- **DO NOT** eat or drink anything after midnight for morning surgery.
- **DO NOT** eat or drink anything after 8am for afternoon surgery. Prior to 8am, eat a light breakfast such as tea and toast.
- **DO NOT** smoke.
- **DO NOT** chew gum.
- **DO NOT** wear any jewellery (wedding ring and watch are permitted).
- **DO NOT** wear make-up or nail polish (ensure that one finger is free of artificial nail extensions).



# Payment Options

## Health Funds, Accounts and Fees

Please note that Pharmacy, Pathology, Imaging, X-ray and Ambulance Transport **may not** be covered by your health fund.

## Payment Procedure

- For Insured Patients, any excess payable under your health insurance policy is to be paid **on admission**. Any additional costs incurred during your stay, such as discharge Pharmacy costs and some Investigations, are to be paid **prior to discharge**.
- For Repatriation (DVA) Patients, the Centre will lodge a claim on your behalf. Any additional costs incurred during your stay are payable **on discharge**.
- For WorkCover and Third Party (TAC) Patients, the total payment (aside from ancillary charges) must be made **on admission**, unless approval for admission has been confirmed in writing by WorkCover.
- For Uninsured Patients, the total payment (besides ancillary charges) must be made **on admission**.
- Other costs which may be incurred during your stay are payable **on discharge**. Please bring provision for payment of these fees.
- Payment may be made by cash, bank cheque, credit card (Visa, Mastercard) or EFTPOS. Personal and business cheques are not accepted.

**If during your stay you or your family have any concerns, please direct them to your Nurse or to the Director of Clinical Services.**