

# Practice Information Sheet

## Caring for you and your family

The Local Doctor is an accredited General Practice offering a broad range of general health services including preventive health and chronic disease management, Skin Checks, Laser, Anti-ageing and Cosmetic Procedures, along with Women's Health, Shared Care for Pregnancy, Vaccinations, Iron Infusions and minor surgical procedures.

We promote excellence in health by providing comprehensive health care for the patients in our community. We are caring, friendly and thorough.

## **OPENING HOURS**

**Monday to Friday 8am to 6pm**

**Saturday 9am to 5pm**

**Sunday 9am to 1pm**

We are closed on public holidays.

## **APPOINTMENTS**

Appointments can be made by:

- Calling 03 8373 4646 during our opening hours;
- Online at any time, visit [www.thelocaldoctor.com.au](http://www.thelocaldoctor.com.au) and follow the prompts.

Please make a separate appointment for each person that requires a consultation, even if you are seeing the same doctor.

Urgent appointments are available if you are ill or injured on the day. Our nurses will speak with you about your needs and organise a suitable appointment for you.

If you or a family member requires an interpreter service we can organise this for you. Please make us aware when booking your appointment. For further information please see the Interpreter Services section below.

### **Appointment types**

*Important notes on appointments:*

- Please advise our reception staff of the type of appointment you require.
- A deposit needs to be paid at the time of booking a procedure.
- Please ensure you tell your doctor if you are likely to reach the medicare threshold this calendar year.
- Truck/taxi, insurance and employment medicals cannot be claimed from Medicare.

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## **Immunisations, Other injections, Ear suctioning, Dressings and Procedures**

Please advise reception if you require one of these services as you will also need to be booked in with the nurse, and if an excision is required the treatment room needs to be booked.

Our receptionists will advise you of the deposit required to book a procedure. The deposit secures your booking and is non-refundable. You can transfer your booking to another day or time up to 24 hours before your appointment. Within 24 hours of your booking, if you need to change your appointment day or time, you will lose your deposit and need to pay another one to rebook your appointment.

## **Skin Checks and Skin Reviews**

We have doctors specialising in skin medicine that can conduct a thorough skin check of your moles and sunspots for you. Please advise reception if you want a full skin check or a skin review as our skin room needs to be booked as well. Please see the fees section for an explanation of our fee structure for skin checks/reviews.

A skin check is between 40-60 minutes long. Our nurse is skilled in using our skin mapping machine and makes sure the photos are thorough and accurate. Then, one of our skin doctors goes through each photo with you, identifying moles or spots of concern and discusses your treatment options. You will then be put on our reminder register for a skin review, in which we can monitor moles and spots to assist in identifying skin cancers as early as possible.

A skin review is up to 20 minutes long. Our skin doctors will look through previously identified moles and spots of concern to assess whether they are changing and if those changes need to be treated. This type of appointment can also be used for patients who are only wanting up to 3 moles/skin spots looked at.

## **A note on our Skin and Laser Room**

We have a dedicated skin and laser room. Our receptionists will advise you of the deposit required to book this room. The deposit secures your booking and is non-refundable. You can transfer your booking to another day or time up to 24 hours before your appointment. Within 24 hours of your booking, if you need to change your appointment day or time, you will lose your deposit and need to pay another one to rebook your appointment.

Please see our fees section for a list of prices on our skin and laser services.

## **Travel vaccinations**

Travelling is lots of fun and we want your trip to be a healthy one. Depending on where you are going you may need vaccinations to prevent your holiday being ruined by illness. Please make an appointment at least 6 weeks prior to your departure if possible, as this will allow sufficient time for your body to respond well to any vaccinations that you may need.

# The Local Doctor Caring Friendly Thorough

## Results

It is very important that you book an appointment with your doctor to discuss results of investigations you may have been asked to undertake. A “normal” result does not necessarily mean nothing is wrong. Not all problems will show up in your results and further assessment may be needed.

The only exceptions are pap smear results as we will send you a letter to notify you if your pap smear is normal, or by prior arrangement with your doctor. Please be aware that if you develop abnormal bleeding or discharge in between your routine smear it is extremely important that you see your doctor as pap smears are not 100% accurate, and you may have a problem that needs treatment.

## GP Management Plans and Team Care Arrangements

A General Practitioner Management Plan (GPMP) is a written plan to help you manage a chronic and/or complex condition, e.g. diabetes, arthritis, heart disease, osteoporosis, cancer.

As part of your plan, your doctor may identify that you could benefit from the assistance of other Health Care providers. A Team Care Arrangement involves a minimum of two other health care professionals who will provide ongoing services in addition to your doctor, e.g. physiotherapy, dietician, podiatrist.

If you are unsure if you qualify for a plan, please see your doctor. Medicare Australia has restrictions on who can and cannot receive management plans.

## Referrals

***Medicare does not allow referrals to be backdated***, so check with your specialist if your referral is still valid before your appointment. If it's outdated and you want to obtain the higher rebate for your specialist visit *please make an appointment with your doctor before seeing the specialists*.

## Scripts

It is important that you are reviewed prior to issuing scripts to reassess your progress and review if it is appropriate for you to continue on that medication and that dose. Therefore, if you are on your last repeat please ring and make an appointment so you don't run out of it.

Scripts will not be written without review, except in exceptional circumstances. A fee of \$15 may be charged for scripts and referrals if provided without an appointment.

## Phone Calls (receiving and returning)

Should you wish to speak with your doctor you may leave a message with reception and our staff will relay the message to the doctor and return your call when possible. If the call is regarding a medical condition or a question about scripts or medication, it may be more appropriate to make an appointment to see a doctor.

# The Local Doctor Caring Friendly Thorough

## Electronic Communication

We use fax and ARGUS, a secure messaging system to transmit sensitive information on your behalf to hospitals and specialists. We do not use email as it is an unsecure form of communication.

## Reminder System

It is important to keep our records of your current address and details updated, so we may ask you from time to time if the details we have are correct.

We are committed to preventative care and may send you a reminder notice via mail offering you an appointment in relation to preventative healthcare. If you do not want to receive a reminder letter please notify reception staff so that we can take you off the reminder list.

## Getting the most out of your appointment

There are a number of things you can do to ensure you get the most out of your appointment:

- Check your scripts prior to coming. Ask your pharmacist if you have any repeat scripts left when you get your scripts filled. So you don't run out of medication before your next appointment, be sure to ring for an appointment when you fill your last repeat.
- Hand a list of your health concerns and any scripts or referrals you need to your doctor at the **start** of the consultation.
- Please be aware it is not always possible to attend to everything in one consultation, and you may need to make a subsequent appointment to properly attend to all your concerns.

## PRIVACY POLICY

The provision of quality health care requires a doctor-patient relationship of trust and confidentiality. A copy of our privacy policy is available on request. Please ask reception if you require a copy.

## FEEDBACK IS ALWAYS WELCOME

We strive to provide you with healthcare that is caring, friendly and thorough.

It is important to us that we continually improve the way we deliver our services. To do this well we ask that you provide feedback. We have a suggestion box in the waiting room for your use. You can also speak to your doctor, our reception staff or ask to speak to the Practice Manager.

If you are unhappy about a health service provided to you or a family member, please always try speaking with your treating doctor as a matter of priority.

However, for further advice regarding health service related complaints please contact the Health Quality and Complaints Commission on 07 3120 5999.

# The Local Doctor Caring Friendly Thorough

## MEET OUR TEAM

We have an experienced range of General Practitioners including a medical team of two nurses who provide a wide range of clinical care and support. Our receptionists are friendly and always happy to help you.

Our General Practitioners include:

Dr Anne Connell  
Dr Arman Ouyyesi  
Dr Ashleigh Jenkins  
Dr Christopher Irwin (Director)  
Dr Elena Nefedova  
Dr Jonathan Tong  
Dr Kyle Wilcox  
Dr Leah Harcourt  
Dr Mostafa Khalafalla  
Dr Shea Wilcox

Here at The Local Doctor, we offer a wide range of services including:

Anti-ageing and cosmetic treatments  
Blood pressure management  
Children's Immunisations  
Circumcision  
Ear suctioning  
Electrocardiographs  
Iron infusions  
Laser treatments  
Medical examinations  
Mental health consultations  
Men's health  
On site pathology collection centre  
Physiotherapy  
Preventative health  
Psychology  
Shared care for pregnancy  
Skin biopsies  
Skin checks  
Smoking cessation  
Spirometry  
TAC  
Travel vaccinations  
Weight management  
Women's health - Mirena, IUD and Implanon  
WorkCover

# The Local Doctor Caring Friendly Thorough

## FEES

At The Local Doctor we are a private billing practice and payment is required at the time of your consultation. We do bulk bill standard appointments for patients who hold a Healthcare card, Senior's healthcare card, Pension card and Children under 16 years old.

Common fees are listed below along with the Medicare rebate and what the out of pocket expense is. Our receptionists can process your Medicare rebate at the time of payment on the spot or process it through Medicare automatically into your nominated bank account within 48 hours. You need to register your nominated bank account with Medicare directly. Please ask reception if you need any assistance with this or if you require further information.

We are a no cash clinic, please use your EFTPOS card.

General Weekday Appointments	\$34.95 GAP <sup>1</sup>
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<sup>1</sup> Concession card holders and children under 16 are bulk billed

General Weekend Appointments	\$34.95 GAP <sup>2</sup>
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<sup>2</sup> Concession card holders and children under 16

\$19.95 GAP

## Procedures

All procedures require a \$100 deposit at the time of booking

Skin Cancer Check (Weekdays)	\$175.00 GAP
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Skin Cancer Check (Weekends)	\$275.00 GAP
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Skin review	\$49.95 GAP
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## The Local Doctor Caring Friendly Thorough

Cast	\$105.00 GAP
Cryo	\$25.00 GAP
Circumcision	\$450.00 GAP
Implanon	\$175.00 GAP
Iron Infusion	\$210.00 GAP
PRP	\$200.00
Mirena/IUD	\$225.00 GAP
Mirena/IUD Removal	\$150.00 GAP
Spirometry	\$75.00 GAP
Ultrasound	\$80.00 GAP
Cosmetics	Prices vary <sup>3</sup>
20 minute non-definitive biopsy <sup>4</sup>	\$105.00 GAP
40 minute non-definitive biopsy <sup>4</sup>	\$185.00 GAP
60 minute non-definitive biopsy <sup>4</sup>	\$265.00 GAP
Definitive biopsy	Prices vary

### Dressings

Dressing prices vary. Please speak with our helpful nurses.

<sup>3</sup> Please see reception for cosmetics prices

<sup>4</sup> Please note: There will also be rebate items charged once your histology results are back. You will receive majority of the cost of these items back from Medicare.

*Please do not hesitate to ask our helpful staff for clarification.*

# The Local Doctor Caring Friendly Thorough

## AFTER HOURS ASSISTANCE

We understand you don't need a doctor just within normal business hours. The Local Doctor is open 7 days a week and extended hours during the week to offer you help when you need it most.

When we are closed, you can call the after hours doctor service Doctor Doctor via 8373 4646 or 13 26 60 to have access to 24 hour care.

## FOR EMERGENCIES DIAL 000

Emergency care is available privately at Northpark Private Hospital emergency departments. Public emergency care is available at Austin Hospital and Northern Hospital.

## OUR LOCATION

Next to Coles, Diamond Creek  
Shop 13, 67 Main Hurstbridge Road  
Diamond Creek VIC 3089  
Ph: 03 8373 4646 | Fax: 03 8373 4645 | [www.thelocaldoctor.com.au](http://www.thelocaldoctor.com.au)

## INTERPRETER SERVICES

Patients are encouraged to use the free Translating and Interpreting Service. Please let reception know when you book your appointment if you need an interpreter. This free service is available 24 hours a day via telephone on 131 450. Please visit their website for more information: [http://www.immi.gov.au/living-in-australia/help-with-english/help\\_with\\_translating/translation\\_help.htm](http://www.immi.gov.au/living-in-australia/help-with-english/help_with_translating/translation_help.htm)

Another free interpreting service is available for patients who are deaf and use Australian sign language (AUSLAN). Phone them on 1800 246 945 or visit their website [www.nabs.org.au](http://www.nabs.org.au)