



301-303 Ballarto Road, Carrum Downs 3201

Phone: (03) 9776 9199 Fax: (03) 9782 4766

www.ballartomc.com.au

PRACTICE INFORMATION SHEET

Clinic Hours:

Monday – Friday 8:00am – 5:00pm

Saturday

8:30am – 2:30pm

Sunday

10:00am – 5:00pm

MEDICAL STAFF

Dr. Ehab Mostokly MBBS, FRACGP, DCH

General Medicine, Paediatrics

Dr. Li Yan MBBS, FRACGP, DRANZCOG

General Medicine, Obstetrics, Gynaecology

Dr. Shashi Gupta MBBS, FRACGP

General Medicine

Dr. Olga Wingate MBBS, FRACGP

General Medicine, Preventative Medicine, Weight Management, Women's Health

Dr. Mervat Yousef MBBS, AdvDip Cosmetic

Dermal Science

General Medicine, Paediatrics, Dermatology

Dr. Amin Owhadi MBBS, FRACGP

(Currently on extended leave)

General Medicine, Neurology, Psychiatry

Dr. Fatima Sadia MBBS, FRACGP

General Medicine, Skin Conditions, Women's Health

Dr. Rex (Lik) Wong, MBBS

General Medicine

Dr. Geetha Sundaram MBBS, FRACGP

General Medicine, Women's Health, Paediatrics, Mental Health, Geriatrics, Chronic Disease Management

Dr. Desmond (Weiyu) Fang, GP Registrar, MD

General Medicine

Dr. Sadiq Memon, GP Registrar, MD

General Medicine

Dr. Deborah Jiao, GP Registrar, MBBS

General Medicine, Women's Health, Children's Health, Mental Health, Sexual Health, Chronic Disease Prevention, Travel Medicine, Skin Conditions

OPERATIONS MANAGER – RACHAEL HATZOPOULOS

PRACTICE MANAGER – DEMI HAYTON

RANGE OF SERVICES

Allergies

Cardiovascular Disease

Dermatology & Skin Checks

Industrial Medicals

Women's Health

Immunisations

Children's Health

Iron Infusions

Chronic Disease Management

Heart Health Checks

Family Planning

Childhood Immunisations

Influenza Vaccinations

Sleep Apnoea Testing

Preventative Health Care

Asthma

Men's Health

Aged Care

Cryotherapy

Antenatal Care/Shared Care

Cosmetic Procedures

GP Management Plans & TCA

Gynaecological Procedures

Travel Advice

COVID-19 Vaccinations

Hypnotherapy

APPOINTMENTS

Appointments enable the Doctor to manage their time to accommodate all patients. There is often also a need to deal with emergencies and patients may require unexpected medical attention. Therefore, we are happy to see 'Walk ins' without an appointment. Patients with appointments are given priority, whilst 'Walk ins' may have to wait. If you are unable to attend your appointment, please contact the practice at least 4 hours before the appointed time, and we can reschedule your appointment. Telehealth appointments are available for eligible patients who have attended at least 1 face to face appointment within the last 12 months.

Appointments including Telehealth appointments can be made via phone, online from our website or in person at the reception desk.

Appointments for existing patients can be made online at www.ballartomc.com.au/appointments

COMMUNICATION

The Doctors may be contacted during normal practice opening hours. If the Doctor is in a consultation, a message will be taken and our receptionist will follow the message up with your Doctor.

If your matter is urgent please call 000.

The clinic email account reception@ballartomc.com.au is not monitored daily & we recommend all high-priority enquires be directed to a receptionist on 9776 9199. We will endeavour to respond to emails within 2 business days.

RECALLS & REMINDERS

Our practice is committed to preventative care. We may issue you with a reminder notice or SMS message from time to time offering you preventative health services appropriate to your care. If you do not wish to be part of this system, please let your doctor or reception staff know.

Appointments are required to discuss all test results. In the interest of your privacy, test results are not discussed over the phone. If you do not have an appointment and the Doctor wishes to discuss something with you, you will be contacted by either the Nurse or Reception.

Receptionists are not qualified to give results.

SERVICES

For emergencies please call 000 for an ambulance

For hearing impaired patients
National Relay Service - 1800 555 660
<https://relayservice.gov.au>

Translation or Interpreter Services
131 450



AFTER HOURS

For any emergency call 000 for an ambulance. If you require afterhours medical care you can call our designated after hours' number on 0447557066. If you require an afterhours visit you can call the home visiting Doctor on 9429 5677 or 137 425. Home visits for significant medical problems are available to patients who have attended the clinic within the previous 6 months if the Doctor is in agreement. Home visits are limited within 5km of the practice. Your request will be triaged by telephone prior to any attendance.

PATIENT PRIVACY

In the interest of providing quality health care we have developed a Privacy Policy that complies with the guidelines of the Commonwealth Privacy Act 1988 & The Victorian Health Records Act 2002. All team members understand their responsibilities in regard to your privacy, the confidentiality of your health record and have signed confidentiality agreements. Your record will only be accessed by authorised persons. For more information, please read our Privacy Policy available at Reception.

PATIENT INFORMATION

As a patient of our medical practice we require you to provide us with your personal details and full medical history, so that we may properly assess, diagnose, treat and be pro-active in your health care needs. We aim to protect the privacy and secure storage of your health information. You have the right to access the information collected about you except in some circumstances where access can be legitimately withheld. Speak to our staff should you require further information.

FEES

Ballarto Medical Centre is a mixed billing practice. All of our practitioners bulk bill ALL children under 16 years of age as well as ALL health care card and pension cardholders. If you do not fall within this category, you may be charged a private fee, depending on the individual practitioner and their billing procedures. To be bulk billed it is essential that you bring your current Medicare card & Concession card to your appointment.

Private fees may be applicable for visits or procedures that are not covered by Medicare. Payments must be made at the time of consultation. Please refer to our summary of fees that are not covered by Medicare, displayed in Reception.

PATIENT FEEDBACK

Your feedback both positive and negative is an invaluable communication tool and is used to improve our practice and our provision of service. Your suggestions and input into how we can improve our service is always welcomed, there is a suggestion box located at the reception desk for you to drop your suggestions into. If you would like to make a complaint in writing, please address it to our practice manager and it will be dealt with promptly. If you are not satisfied with our response you may contact:

Health Services Commissioner on
(03) 8601 5200.

SCRIPTS

We ask where possible that you try to obtain your scripts during consultation. If you need repeat scripts we ask that you make an appointment to see one of the doctors, where the medical condition for which the scripts are written can be checked.

REFERRALS

We prefer to discuss your condition with you before referring to a specialist. If you have previously seen a particular specialist for a continuing problem and need a repeat referral, please advise our receptionist.

MEDICAL CERTIFICATES

You will need to see a doctor in order to be issued with a medical certificate. Medical certificates will not be requested over the phone and not be backdated.

MOBILE PHONE USE

Please consider our staff and patients and turn your phone to silent or vibrate. If you need to use your mobile phone, please take your call outside of the clinic

It is the role of this clinic to provide a caring environment that is safe, welcoming and peaceful for all patients.

We respect the rights of individuals and will attempt at all times to treat patients promptly and courteously.

We request that patients, in turn, treat staff and other patients with respect, refraining from shouting, swearing or engaging in other inappropriate behavior which may cause harm or distress to themselves or others.