

ALISON THOMSON
PHYSIOTHERAPY

ACCESS TO INFORMATION MANUAL

PREPARED IN TERMS OF SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF
2000

ALISON THOMSON PHYSIOTHERAPY PRACTICE NO 7240031

Manual to access information in terms of section 51 of the Promotion of Access to Information Act

Introduction to the practice

This private practice is the practice of Miss Alison Thomson. I run my practice according to the requirements set by the Health Professionals Act of 1974, and are subject to the authority of the Health Professionals Council of South Africa (HPCSA). Our business is to practice physiotherapy within the scope and ambit of our competence and training, as defined from time to time. We are bound by a number of ethical rules issued by the HPCSA, most notably the duty to preserve patient confidentiality, unless legislation or a court order compels us to breach this duty.

Section A – Our details

Full Name : ALISON THOMSON PHYSIOTHERAPY

Registration Number (if applicable) : Practice number 7240031

Registered Address : 147 MILLENNIUM BUSINESS PARK, EDISON WAY, CENTURY CITY, 7441 CAPE TOWN

Postal Address : PO BOX 957, MILNERTON, 7435

Telephone Number : 021 5526707

Fax Number : 021 5525955

Head : ALISON THOMSON

Designated Information Officer : ALISON THOMSON

Section B – The official SA Human Rights Commission Guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act. The SAHRC Guide will contain the following information: The objects of the Act; Particulars of the information officer of every public body; Particulars of every private body as are practicable; The manner and form of a request for access to information held by a body; Assistance available from both the information officers and the Human Rights Commission in terms of this Act; All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application; Schedules of fees to be paid in relation to requests for access to information; Regulations made in terms of the Act. Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows: South African Human Rights Commission, Promotion of Access to Information Act Unit, Private Bag 2700, Houghton 2041 Telephone: (011) 484-8300 (011) 484-8300 Fax: (011) 484-0582; website: HYPERLINK "http://www.sahrc.org.za;" to "www.sahrc.org.za;" www.sahrc.org.za; E-mail: HYPERLINK "mailto:PAIA@sahrc.org.za" PAIA@sahrc.org.za

Section C – Information available from this practice in terms of the Act

1. Categories of information

(a) INFORMATION ON FORM OF PRACTICE

I am practicing in solus practice and no official constituting documentation is held.

Practice Profile, Practice Vision Statement, Practice Mission Statement, Practice Organisational structure

(b) INFORMATION RELATING TO THE PROFESSIONAL STATUS OF PERSONS WORKING IN THE PRACTICE

Certificates and cards proving professional registration at the HPCSA, SASP and SASMA (for relevant staff);
Proof of payment of annual and registration fees

(c) ASSETS, FINANCIAL INFORMATION AND RECORDS HELD IN TERMS OF MEDICINES CONTROL ACT OF 1965

Annual Financial Statements including: Annual accounts, Statement of Assets and Liabilities
Supporting schedules to books of account and ancillary books of account;
Accounting records on Quick Books System
Bank statements, Petty Cash book
Stock sheets
Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange;
Claims to medical schemes via Panacea system of accounts

(d) PATIENT RECORDS

Records are held on all patients – Clinical records and patient information documentation are held
Records are kept between 6 and 9 years, or as legislation from time to time determine. Children's records are kept until the age of 21.
These records constitute personal confidential information that is protected from unauthorised third party access.

(e) EMPLOYMENT RECORDS

Employees' names and occupations
Remuneration paid to each employee
Salary and wages on Payroll programme
Disciplinary proceedings
Skills Development Plan and training records
Staff records (after date of employment ceases)
IRP5's and Tax information pertaining to the employment of employees
Employee contracts
Conditions of Employment and Policies
Locum agreements and locum records
Leave forms

(g) HEALTH AND SAFETY

Evacuation plan
Information related to Health and Safety Committee/Officer.

(h) PROPERTY (FIXED AND MOVABLE)

Leases
Building plan
Asset register

INTELLECTUAL PROPERTY

Currently no records relating to intellectual property are held

(k) AGREEMENTS AND CONTRACTS

Agreements with utility company , software house / datawarehouse /IT agreements, Telkom, MTN, MWeb , Credit card service provider
Agreements concerning provision of services or materials
Agreements with contractors and suppliers

(l) TAXATION & VAT

Copies of all Income Tax Returns and other tax returns and documents relating to Income Tax and VAT.

(m) LEGAL

Currently no documentation is held pertaining to any pending legal proceeding.

(n) INSURANCE

Insurance policies
Professional Indemnity
Claim records
Details of insurance coverage, limits and insurers

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form available from: our information officer (see above and attached); the SAHRC website (HYPERLINK "<http://www.sahrc.org.za>" \o "www.sahrc.org.za" www.sahrc.org.za) or the Department of Justice and Constitutional Development website (HYPERLINK "<http://www.doj.gov.za>" \o "www.doj.gov.za" www.doj.gov.za). There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form. You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges. Access to information is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for this right. You will be notified whether your request has been approved. The fact that information is held by us and being listed in this manual should not be construed as conferring upon any requester a right to that information.

ANNEXURE 1

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY – ALISON THOMSON PHYSIOTHERAPY

(Section 53(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:

ALISON THOMSON

B. Particulars of person requesting access to the record

(a) The particulars of the person who requests access to the record must be given below.

The address and/or fax number in the Republic to which the information is to be sent must be given. Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed *ONLY* if a request *for information* is made on behalf of *another* person.

Full names and surname:

Identity number:

Particulars of record

Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios.

Description of record or relevant part of the record:

Reference number, if available:

Any further particulars of record:

E. Fees

A request for access to a record, other *than* a record containing personal information about yourself, will be processed only after a request fee has been paid.
You will be *notified of* the amount required to be paid as the request fee.
The fee payable for access to a record depends *on* the form *in which* access is required and the reasonable time *required* to search for and prepare a record.
If you qualify for exemption *of* the payment *of* any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Form in which record is required:	
Mark the appropriate box with an X.	
NOTES: Compliance with your request in the specified form may depend on the form in which the record is available. Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form. (c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:					
	copy of record*				inspection of record
2. If record consists of visual images					
this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
	view the images		copy of the images"		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack				transcription of soundtrack*
	audio cassette				written or printed document
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record"		copy in computer readable form* (stiffy or compact disc)

<p>'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?</p> <p>Postage is payable.</p>	<p>YES</p>	<p>NO</p>
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G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of20.....

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

