



## PRACTICE INFORMATION SHEET

### Contact Us:

1st Floor, 58 Orchardtown Road  
New Lambton NSW 2305  
Telephone: 4950 9733  
Facsimile: 4952 9708  
Email: [info@blackbuttdoctors.com.au](mailto:info@blackbuttdoctors.com.au)  
Website: [www.blackbuttdoctors.com.au](http://www.blackbuttdoctors.com.au)

### Our Practice Team:

**Our surgery currently offers fifteen highly skilled GP's so you can have the doctor of your choice.**

Dr Wendy Bridges	Dr Helena Hooi
Dr James Sagi	Dr Belinda Guest
Dr Susie Long	Dr Rochelle Grainger
Dr Amir Taghaddos	Dr James Sagi
Dr Ruth Larkin	Dr Jo Noble
Dr Terry Parkin	Dr Melanie Yeh
Dr Michelle Redford	Dr Peter Bilton
Dr Bianca Parsons	Dr Sarah McLain
Dr Sumana Chadalavada	
Dr Christopher Brokenshire	

### Specialists

Dr Seshu Mandapati is an Obstetrician/Gynaecologist who works in our surgery on Thursday and Fridays.

To see Dr Seshu Mandapati you will need a referral from your GP to be able to claim your rebate from Medicare.

### Nurses

**We have 5 nurses who are available for immunisation, vaccinations, weighing babies, 4 year-old health assessments, BP monitoring, health assessments, ECGs and many other health concerns.**

Deborah, Carmen, Carly, Shermaine and Carolyn.

### Management

Michal Kulczynski	Practice Manager
Codie Stamford	Office Manager

### Our Doctors Personal Secretaries

Lisa, Evette, Sharyn and Lou

### OPENING HOURS

Monday, Tuesday, Thursday and Friday: 8.30am to 5.30pm  
Wednesday: 8.30am to 8pm  
Saturday: 8.30am to 12.30pm  
Sunday: Closed

### AFTER-HOURS

If you have an emergency and you need medical care you should always call **000** or visit your nearest emergency department.

### For less urgent after-hours service call:

Newcastle After Hours Medical Centre **4957 7778**  
**154 Lambton Road Broadmeadow.** Surgery drop in between 5.30pm and 9pm with home visits after 9pm or Health Direct on **1800 022 222** (a 24 hour Health help line)

### FEES and PAYMENT

We are a private billing practice; payment is required in full at the conclusion of the appointment. However, most face-to-face consultations are subject to a Medicare rebate, meaning that you will receive a refund for some of your payment. Pensioners and Healthcare Card Holders are eligible for a discounted fee. Some services we provide do not attract a Medicare rebate and these are included on our fees list which is available at reception. It shows the fee, the Medicare rebate and out of pocket expenses. Fees are payable at the time of consultation and can be made by cash, EFTPOS or credit card (VISA or Mastercard).

### APPOINTMENTS

For appointments, please call between 7.30am and 6pm weekdays and before 12.30pm on Saturday.

You may also book on-line via our website or by downloading the **"AMS Connect"** app for smart phones.

If you think you will need more time please let us know at the time of making your appointment. You will need more time with the doctor if it is the first visit, to discuss multiple problems, for a complex health issue, for mental health assessments or for procedures and pap smears.

Making the right appointment for your needs will help your GP run on time.

While we endeavour to run on time, it is not always possible. In the interests of good patient care we sometimes have to extend consulting times. Our practice is proud of the services we are able to provide to you. We respect our patients' needs and hence try to accommodate as much as possible to your individual needs. In return, we would like you to respect our clinical and reception staff by being considerate and understanding when acutely sick patients or genuine emergencies are fitted in and unavoidable delays occur. Please remember that if your doctor is running late it is always because someone needed his or her extended care and attention. Please do not get upset with our reception staff or your clinician. If our doctors are running late we will let you know and give you the option of rescheduling your appointment time if you are unable to wait.

If you arrive for your appointment and you think you require urgent assistance (due to chest pain, difficulty breathing, dizziness or severe pain) or you believe you may be contagious (eg flu symptoms, gastro, child with a rash), please advise our reception staff immediately so we can assist you.

Please be aware that if you come late to your appointment, you will be seen for what remains of your appointment time. If you come after your appointment time has finished, you may not be seen and your appointment will need to be rescheduled.

### HOME VISITS

Home visits can be arranged for eligible existing patients. Please contact reception to discuss further.

### UNABLE TO ATTEND YOUR APPOINTMENT?

If you will not be able to make it to your booked appointment, please let us know as soon as possible by calling the practice. This allows us to offer your appointment to another patient. Failure to cancel your appointment with your GP within 1 hours of the booked time may result in a \$55 non-cancellation fee for a short appointment or \$101 for a long- consultation.

### WHY ACCREDITATION?

We are an accredited practice. This means we are committed to continual quality improvement of our practice and our care to our patients. There will be times you may wonder why we do things certain ways. There are some strict guidelines we have to follow which are set by the Royal College of GPs. We are tested on these every 3 years. We are continually updating the way we operate following these guidelines. We are proud to be accredited and are committed to continual improvement

of our practice and our endeavour to a high quality of patient care.

### **WHY DO WE IDENTIFY YOU?**

Did you know that we now have to identify you 3 ways every time you make an appointment and come into the practice? Even if we know you well. We will ask you your name, your date of birth and your address.

**Why?** Because we want to ensure we are providing the best possible care to the right patient.

We are bound by privacy laws that require us to identify all patients with a 3 point identifier every time we speak to a patient or a third party who has been given written consent.

### **SERVICES AVAILABLE**

As well as routine consultations, the following services are available:

- Check-up
- Family planning
- Pap smears
- Pregnancy tests
- Ante-natal care, Obstetrics
- Counselling
- Immunisation: children, adults
- Excision clinic: stitching cuts, removing moles, skin cancers
- Liquid nitrogen 'freezing' therapy for sunspots and warts
- 75-year and older health checks
- Care Plans
- Weight control, Nutrition advice
- Stop smoking assistance
- Dermatoscopy: skin checks
- Implanon insertion
- Warfarin monitoring by finger prick test on-site
- On-site pathology
- Iron Infusions

### **YOUR HEALTH INFORMATION**

The privacy of your health is important to us. All staff, including administration staff, respect your privacy and keep your health information confidential at all times. Your medical record is a confidential document and as such it is the policy of this practice to maintain the security of your personal health information at all times and to ensure that this information is only available to authorised members of staff. If you need to request a copy of your health information please see any of our staff and they will help you.

### **TELEPHONE CALLS and COMMUNICATION**

Generally your GP will be unable to speak with you while consulting with other patients. Your phone query will be handled by our receptionists who will pass the message onto the Doctor or Nurse on duty. We aim to return phone calls before the end of business the same day.

Referrals and script requests can be organised through this service or download our app **AMS Connect**. See reception on how to register.

**Please do not use standard email for medical complaints or requests.**

### **TEST RESULTS**

During your appointment your doctor will advise you to either make a follow-up appointment or ring the surgery for your results. You may also request a copy to be sent to you. Please see reception to register.

### **Normal Results**

If your results are normal, and you have consented for SMS contact you will receive an SMS to let you know that your results have come back with "No Action" required. If you have not consented for the SMS notification you will not be contacted by us for "No Action" results.

### **Non-Urgent Results Appointments**

If your Doctor would like to see you to discuss your results and you have consented to SMS notification you will receive an SMS with a link asking you to book a non-urgent appointment with your Doctor.

### **Nurse or Admin Calls regarding Results**

You will receive a call from one of our Nurses or Admin staff if your Doctor has requested we speak to you in regards to your results.

### **Further Information**

If you would like to speak to your Doctor regarding your results further you will need to book an appointment online or call the surgery make an appointment with your Doctor.

### **PATIENT'S RESPONSIBILITIES TO OUR PRACTICE**

Attending this practice involves a relationship with all staff. In order to maintain a healthy relationship both parties must respect each other and have a mutual trust.

Our practice tries very hard to provide our patients with a high quality of care and we aim to continually improve

our systems and services to help us do it better to care for you.

We will gladly listen to your suggestions and complaints and follow them up constructively, as this helps us improve.

However, we will not tolerate the following behaviours from our patients:

- violence or threatening behaviour towards any staff member
- yelling at our staff
- verbal abuse or aggressive behaviour to our staff on the telephone
- verbal or physical abuse towards our staff
- angry behaviour towards our staff
- continue to not follow Dr's treatment advice
- continue to fail to pay your bills

We are lucky at Blackbutt in that most of our patients do not behave like this and for that we thank you.

### **FEEDBACK**

Although we try our best it is inevitable that from time to time a patient may have a complaint about our services. This feedback is very important to us as it alerts us to problems with the service we are providing and drives us to find a better way of doing things.

If you have any suggestions, ideas or would like to make a complaint you can either:

- Speak with your GP or nurse
- Let our reception staff know
- Speak with our Practice Manager
- Write us a letter
- Place your suggestion into our suggestion box on the reception desk

However, if you would like to take your complaint further and wish to speak to an external body, you can contact:

NSW Health Care Complaints Commission  
Locked Mail Bag 18  
Strawberry Hills 2012  
telephone 1800 043 159

### **WANT MORE INFORMATION**

Please visit our website:

Website: [www.blackbuttdoctors.com.au](http://www.blackbuttdoctors.com.au)

You may also visit our Blackbutt Doctors Surgery Facebook page. Alternatively please feel free to speak with any one of our friendly staff.

NAME OF ITEM	F2F ITEM NUMBER	PRICE 2025	12% DISCOUNTED PRICE 2025	MEDICARE REBATE	OUT OF POCKET 2025	OUT OF POCKET DISCOUNTED 2025
Brief Consultation	3	\$51.00	\$46.00	\$19.60	\$31.40	\$26.40
Regular Consultation 6- <15 minutes	23	\$112.00	\$100.00	\$42.85	\$69.15	\$57.15
Regular Consultation 15-20 minutes	23	\$140.00	\$125.00	\$42.85	\$97.15	\$82.15
Long consultation up to 25 minutes	36	\$171.00	\$153.00	\$82.90	\$88.10	\$70.10
Long Consultation 26 to 35 minutes	36	\$201.00	\$179.00	\$82.90	\$118.10	\$96.10
Prolonged Consultation	44	\$245.00	\$219.00	\$122.15	\$122.85	\$96.85
Extended Consultation	123	\$327.00	\$292.00	\$197.90	\$129.10	\$94.10
Home visit level B	24	\$170.00		\$70.40	\$99.60	
Home visit level C	37	\$252.00		\$109.10	\$142.90	
Home visit level D	47	\$352.00		\$147.00	\$205.00	
Preparation of a Mental Health Care Plan < 20mins	2715	\$171.00	\$153.00	\$103.70	\$67.30	\$49.30
Preparation of a Mental Health Care Plan < 30mins	2715	\$201.00	\$179.00	\$103.70	\$97.30	\$75.30
Preparation of a Mental Health Care Plan < 40mins	2715	\$122.00	\$198.00			
Preparation of a Mental Health Care Plan > 40mins	2717	\$245.00	\$219.00	\$152.80	\$92.20	\$66.20
Mental Health Appointment 20- 25 minutes	2713	\$171.00	\$153.00	\$81.70	\$89.30	\$71.30
Mental Health Appointment 26 to 35 minutes	2713	\$201.00	\$179.00	\$81.70	\$119.30	\$97.30
Review of a Mental Health Care Plan up to 25 mins	2712	\$171.00	\$153.00	\$81.70	\$89.30	\$71.30
Review of a Mental Health Care Plan 26 to 35 mins	2712	\$201.00	\$179.00	\$81.70	\$119.30	\$97.30
Preparation of a Mental Health Care Plan < 20mins- NOT TRAINED	2700	\$147.00	\$131.00	\$78.95	\$68.05	\$52.05
Preparation of a Mental Health Care Plan < 30mins- NOT TRAINED	2700	\$183.00	\$163.00	\$78.95	\$104.05	\$84.05
Preparation of a Mental Health Care Plan < 40mins-NOT TRAINED	2701	\$221.00	\$197.00	\$116.20	\$104.80	\$80.80
Prepare Eating Disorder Plan 20 mins	90252	\$164.00	\$146.00	\$103.70	\$60.30	\$42.30
Prepare Eating Disorder Plan 30 mins	90252	\$201.00	\$179.00	\$103.70	\$97.30	\$75.30
Prepare Eating Disorder Plan > 40 mins	90253	\$229.00	\$204.00	\$152.80	\$76.20	\$51.20
Review Eating Disorder Plan up to 25 minutes	90264	\$171.00	\$153.00	\$81.70	\$89.30	\$71.30
Review Eating Disorder Plan 26 to 35 minutes	90264	\$201.00	\$179.00	\$81.70	\$119.30	\$97.30
Insertion of an Implanon	14206	\$139.00	\$124.00	\$40.55	\$98.45	\$83.45
Removal of an Implanon	30062	\$139.00	\$124.00	\$69.20	\$69.80	\$54.80
Insertion of a Mirena	35503	\$257.00	\$229.00	\$91.35	\$165.65	\$137.65
Antenatal Care 6-<15 mins	16500	\$112.00	\$100.00	\$45.65	\$66.35	\$54.35
Antenatal Care 15-20 mins	16500	\$140.00	\$125.00	\$45.65	\$94.35	\$79.35
Antenatal Care up to 25 mins	16500	\$171.00	\$153.00	\$45.65	\$125.35	\$107.35
Antenatal Care 26-35 mins	16500	\$201.00	\$179.00	\$45.65	\$155.35	\$133.35
Postnatal Check	16407	\$161.00	\$144.00	\$81.70	\$79.30	\$62.30
Pregnancy Test	73806	\$16.00	\$16.00	\$10.15	\$5.85	\$5.85
Script/ Referral		\$32.00			\$32.00	
Non cancellation fee- standard appt		\$55.00			\$55.00	
Non cancellation fee- long appt		\$101.00			\$101.00	
Iron Infusion	23	\$215.00		\$42.85	\$172.15	
Private Level A- Careplan		\$31.00	\$28.00		\$31.00	
Private Level B- Careplan		\$69.00	\$62.00		\$69.00	
Private Level C Short- Careplan		\$88.00	\$79.00		\$88.00	
Private Level C Long- Careplan		\$118.00	\$105.00		\$118.00	
Immunotherapy	23	\$112.00		\$42.85	\$69.15	
Childhood Immunisations Regular consultation	23	\$112.00	\$100.00	\$42.85	\$69.15	\$57.15
Childhood Immunisations Regular consultation	23	\$140.00	\$125.00	\$42.85	\$97.15	\$82.15
Childhood Immunisations up tp 25 minutes consultation	36	\$171.00	\$153.00	\$82.90	\$88.10	\$70.10
Childhood Immunisations up tp 26-35 minutes consultation	36	\$201.00	\$179.00	\$82.90	\$118.10	\$96.10
Childhood Immunisations prolonged	44	\$245.00	\$219.00	\$122.15	\$122.85	\$96.85
Childhood Immunisations Extended Consultation	123	\$327.00	\$278.00	\$197.90	\$129.10	\$80.10
Medical Records		\$20.00				
Saturday Surcharge added to each item number		\$20.00				

BLACKBUTT DOCTORS SURGERY  
Level 1  
58 Orchardtown Road  
New Lambton NSW 2305  
Phone: 02 4950 9733  
Fax: 02 4952 9708  
Email: info@blackbuttdoctors.com.au



BLACKBUTT  
DOCTORS SURGERY  
Quality healthcare made simple

Date: \_\_\_\_\_

I, \_\_\_\_\_

Of \_\_\_\_\_

D.O.B \_\_\_\_\_

Hereby give permission for Dr \_\_\_\_\_

To release my medical history to Dr \_\_\_\_\_

Patients signature: \_\_\_\_\_

Doctor where records are coming from:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Dear \_\_\_\_\_ ,

We wish to advise the following patient/s is now attending Blackbutt Doctors Surgery. Would you please forward any relevant medical information for future reference to Blackbutt Doctors Surgery.

We would also appreciate if you could provide the dates of any assessments and reviews that you have completed whilst the patient/s were under your care.

• GPMP	721	Date
• TCA	723	Date
• Care Plan Review	732	Date
• >75 Health Assessment	703, 705, 707	Date
• Health Assessment	701, 703, 705, 707	Date
• GP Mental Health Plan	2700, 2701, 2712, 2715,2717	Date
• Diabetes Annual Cycle of Care	2517, 2521, 2525, 2620	Date
• Asthma Incentive	2546 ,2547, 2552, 2553,2558	Date
• Domiciliary Medication Review	900,903	Date
• 45/49 year Check	701, 703, 705, 707	Date

If the patient is a diabetic could you also send a copy of the latest test results:

- HBA1c
- Lipids
- Diabetic foot check
- Diabetic eye check

Blackbutt Doctors Surgery only uses electronic patient records and where possible records should be sent either on CD or USB in PDF format or for Medical director or Best Practice users .XML or html files.

Please do NOT send the full paper file as we only have electronic records and it will be destroyed or returned to you. Please find the signed patient authority attached to this letter.

Kind Regards

Blackbutt Doctors Surgery

BLACKBUTT DOCTORS SURGERY  
Level 1  
58 Orchardtown Road  
New Lambton NSW 2305  
Phone: 02 4950 9733  
Fax: 02 4952 9708  
Email: info@blackbuttdoctors.com.au



BLACKBUTT  
DOCTORS SURGERY  
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**Third Party Consent for Patients of Blackbutt Doctors Surgery**

I (Name): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Of (Address): \_\_\_\_\_

Hereby give permission for (Name): \_\_\_\_\_

From (Address): \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

To act on my behalf for the following (please tick or cross relevant boxes below):

- Take calls
- Receive results
- Confirm, Change and cancel appointments
- Access and request copies of my file
- Collect and request letters, request for pathology and forms etc.
- Make or receive any other enquiries or correspondence from any Doctor, Nurse or Administrative staff member at Blackbutt Doctors Surgery.

If I choose to change this I will notify the surgery in writing and I understand that until I receive written confirmation from the surgery that these changes to third party consent will not be in effect.

Third Party Representative Signature: \_\_\_\_\_

Patient Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

## **How to get your test results from Blackbutt Doctors Surgery**

Today your doctor has requested you to have some tests. It is very important that you do have these tests. Once they are complete, there are several ways that you can get your results.

If your results are normal, and you do not need to do anything, we will send you an SMS to let you know your Doctor has marked your results “No Action”.

If you have not consented to SMS reminder we will not contact you with your “No Action” results. If you are concerned and would like to know your results if you have not been contacted, you can ring the surgery on 4950 9733 and one of our reception staff will be able to assist you.

### **If your results are abnormal, you may:**

1. Be contacted by our receptionist to make a follow up appointment by SMS to book a non-urgent appointment. You will need to follow the link and the prompts to log on and get your message and book an appointment.
2. You may be called by one of our nurses to make a follow up appointment or be given some instructions that have been given to the nurse by your doctor.
3. If you need an appointment, please ensure you attend the appointment with your doctor to discuss your results.

### **Some tests are different, for example:**

1. Tests for sexually transmitted diseases are handled in the following way. You may receive a message to see your Doctor, or your Doctor may tell you on the day that you will need to come back to see them. If your Doctor has not requested for you to return for an appointment and you don't receive a message to book in to see the Doctor, you must make an appointment to get the result with our nurses 2 weeks after you take the test.

Please make this appointment when you leave the surgery on the day the test is ordered, we can cancel the appointment if you book in to see the Doctor.

There is no fee to get STD test results with the nurse.

***However, if you need to see the doctor regarding your test, this will incur a consultation fee.***

We will only give results to the patient, not to others. This applies to all patients over 15 years of age. If you wish us to give your result to another person, you need to inform your doctor at the time of the consult and your Doctor will record this information in your notes.

For more information see our privacy policy.





BLACKBUTT  
DOCTORS SURGERY  
Quality healthcare made simple

## OPENING HOURS

MONDAY 8.30am to 5.30pm

TUESDAY 8.30am to 5.30pm

WEDNESDAY 8.30am to 8pm

THURSDAY 8.30am to 5.30pm

FRIDAY 8.30am to 5.30pm

SATURDAY 8.30am to 12.30pm



## Blackbutt Doctors Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dr Wendy Bridges <b>Books Closed</b>	All Day	All Day		All Day		Rotating
Dr Christopher Brokenshire	All Day	All Day	All Day	All Day		Rotating
Dr Susie Long <b>Books Closed</b>	All Day	All Day	All Day			Rotating
Dr Rochelle Grainger <b>Books Closed</b>	All Day	All day		All Day	All day	Rotating
Dr Ruth Larkin <b>Books Closed</b>	Morning	Morning	Morning	Morning		Rotating
Dr Sarah McLain <b>Books Closed</b>			Morning			Rotating
Dr Helena Hooi <b>Books Closed</b>	Morning		Morning			Rotating
Dr Belinda Guest <b>Books Closed</b>		All Day		All Day	All Day	Rotating
Dr Michelle Redford <b>Books Closed</b>	All Day	Morning		All Day		Rotating
Dr James Sagi	All Day	All Day		All Day	All Day	Rotating
Dr Amir Taghaddos <b>Books Closed</b>	All day		8.30-8pm	All Day	All Day	Rotating
Dr Bianca Farrugia Parsons <b>Books Closed</b>	All Day	Morning	All Day		All Day	Rotating
Dr Jo Noble <b>Books Closed</b>			All Day	All Day	Morning	Rotating
Dr Sumana Chadalavada <b>Books Closed</b>	All Day	All Day	All Day	All Day		Rotating
Dr Peter Bilton <b>Books Closed</b>		All Day	All Day	All Day	All Day	Rotating
Dr Seshu Mandapati <b>Gynaecologist</b>				All Day	All Day	