



Shop 12, Maridale Park Shopping Centre
76 Ney Road, Capalaba 4157
Phone: 07 3823 3373
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PRACTICE INFORMATION SHEET

WE ARE A FULLY ACCREDITED GENERAL PRACTICE – *Established 2013*

OUR DOCTORS

Dr Reynard Ng - MBBS (Adel) DCH FRACGP

Sunday - Thursday

Special interest in chronic disease management, preventative health care, men's health, diabetes, skin cancer management and cosmetic medicine.

Dr Katrina Thackeray – BSc, BN, MBBS, FACRRM

Tuesday, Wednesday, Thursday, Friday & Saturday

Special interest in paediatrics, chronic disease, and aged and palliative care.

Dr David Johnston – MBBS, MHPC, BAppSci

Monday & Thursday

Special interest in paediatrics and emergency care.

Dr Annie Lee – MBBS, BPharm

Monday, Tuesday & Thursday

Special interest in women's health, preventative health, wellness promotion and chronic disease management.

Dr Maricar Jones – MBBS, BSc

Tuesday and Thursday

Special interest in chronic diseases, women's well-being, paediatrics and minor surgeries

ALLIED HEALTH PROFESSIONALS

Alec Jones – Psychologist

Friday & Saturdays

Dennis – Dietitian and Nutritionist

First Tuesday of each Month

Jemma Riddiford – Podiatrist

Every 2nd Thursday

Amos Paterson – Physiotherapist

Fridays

Ian Montgomery – Exercise Physiologist

Every 2nd Wednesday

Claire Miotti and Alison Row – Registered Nurses

SUPPORT STAFF

Owner & Principal Doctor – Reynard Ng

Practice Manager – Afton Ball

Assistant Practice Manager – Kirsty Saunders

Receptionists – Chloe Batchelor, Bernadette Bellette

PRACTICE HOURS

Monday 8am – 5:30pm

Tuesday - Friday: 8am – 9pm

Saturday: 8am – 4pm

Sunday: 8am – 12pm

PANDANUS MEDICAL PRACTICE focuses on the health and wellbeing of our patients. Young, old, and everyone in between, our team is genuinely interested in ensuring that your health needs are met. We are an enthusiastic team, and are very excited to be serving the Brisbane Bayside community. In addition to weekdays, we are open Saturday mornings and Thursday evenings for the convenience of our patients.

BILLING POLICY – We are a 100% bulk-billed practice for those with a valid Medicare, DVA or Allianz overseas student card. Fees apply to cosmetic and allied health services.

Our private fee for non medicare card holders for a 15-minute appointment is \$68, whereas a 30-minute appointment is \$102. Payment is required at the time of consultation.

APPOINTMENTS – Consultation is by appointment. Patients presenting without an appointment will be fitted in at the earliest available time. Urgent medical matters will always be dealt with promptly. Please check-in with reception when you arrive to avoid unnecessary delay in the waiting room. Please ring to cancel appointments that are no longer required.

Every effort is made to keep to appointment times but this may be difficult at times due to emergencies, walk-in patients or unexpected longer consultations. To help us schedule appropriately, please tell the receptionists if your consultation is likely to be long (e.g. insurance medicals, pap smears, counselling, excisions and postnatal checks).

ONLINE APPOINTMENTS – Visit our website www.pandanusmedicalpractice.com.au to book your next appointment online. You can also book through the *Appointuit* app on your mobile phone.

CONTINUITY OF CARE AND DOCTOR OF YOUR CHOICE - We endeavour to help you see the doctor of your choice. All evidence suggests that communication between doctor and patient is improved when a good relationship exists between both parties. We recognise it is not always possible to see the same doctor, so our system of recording notes takes this into account.

AFTER HOURS – Our surgery is open until 9pm on Tuesday to Friday nights to cater for our patient needs. If you require medical attention after our practice is closed please call the National Home Doctor Service on 13 SICK (7425). **For emergencies please ring 000.**

HOME VISITS – We do provide house calls for patients of our practice. House calls for new patients will be decided depending on Doctors available and urgency. If you can make it to the surgery it is recommended you do so, as it is better equipped for examination and treatment.

TELEPHONE CALLS – Doctors prefer not to take telephone calls, however, if time permits they may take calls. If the doctor is busy, or involved with another patient, they may ask to call you back. Alternatively, the nurse can help determine the urgency of the call. Most problems are best dealt with in a consultation.

PROCEDURES – The doctors can perform many minor surgical procedures as needed (e.g. removal of skin cancers and moles). Cryotherapy (for skin cancers and warts), pap smears and resuscitation equipment are available. A longer appointment time may be required depending on the procedure, so please let reception know what you are having done. This surgery specialises in cosmetic medicine.

STERILISATION – All reusable instruments used for procedures are sterilised in an autoclave under high temperature and pressure conditions to meet the Australian Safety Standards. Disposable equipment is used in many instances to ensure patient safety.

INVESTIGATIONS – The doctors and nurses within this practice can perform electrocardiograms (ECG), lung function testing, blood glucose testing, pregnancy tests and hearing tests. Blood collections for pathology, X-rays, CT scans, MRI, Ultrasound, mammograms and endoscopy tests can be arranged elsewhere when required.

TEST RESULTS – Patients are required to return for a consultation with the doctor regarding test results, preferably with the doctor who ordered the tests. If any results are abnormal or urgent, you will be contacted via telephone. If we cannot contact you over the telephone, a letter will be sent to your address. Please ensure that reception has your current telephone number and address details.

PATIENT RECALL FOR PREVENTATIVE CARE – We have implemented a Patient Register for Preventative Activities. This a reminder/recall system within our software programme in which we contact the patient by either telephone or mail for follow-up of a preventative activity. Our practice also takes part in state and territory registers which helps us work out who is due to be seen. For example, the Australian Childhood Immunisation Register (ACIR) and the HPV National Register. Patients attending this practice will be automatically included in this system unless otherwise stated on the patient form they fill out. The purpose of this register is purely as a service to patients from this practice and confidentiality is ensured at all times.

If you wish to opt out of our recall system please tell your doctor.

CHRONIC DISEASE PREVENTION – We are committed to helping our patients prevent the development of their chronic disease. We encourage you to take advantage of our practice nurses and the time you spend with your doctor to complete a management plan for your chronic disease.

HEALTH ASSESSMENTS – For patients over 75+ we recommend a yearly health assessment. Our health assessment nurse Gabrielle will contact patients over 75+ and will come to their homes to perform most the assessment. 45-49 old Health Checks and Aboriginal & Torres Strait Islander (ATSI) Health assessments can be performed at this surgery with no out of pocket expense.

TRANSFER OF MEDICAL RECORDS – Our practice will send a health summary of your records elsewhere for no charge. Generally, we are accommodating if a patient requires a more extensive record to be sent.

DISABILITIES – It is surgery policy to cater for people with special needs and disabilities. If you are experiencing difficulty, please approach our staff who will be very willing to assist.

YOUR MEDICAL INFORMATION & YOUR PRIVACY- All doctors at the practice use the computerised system Best Practice to record information, order tests, provide prescriptions and file specialist reports. Our computers are password protected and backed up daily. All information recorded at the practice is confidential and will not be released without consent. We follow the Australian Federal Privacy Laws and Standards for the private health sector.

HEARING OR LANGUAGE IMPAIRMENTS – To help our GP's ensure they fully understand the nature of their patient's problems and patients fully understand the outcome of the consultation, we use an Interpreter service where necessary. AUSLAN interpreters are available for patients with hearing impairments. TIS offer language interpreters for patients who cannot speak English very well.

Our practice is participating in the 'Close the Gap' Government initiative. To allow us to tailor appropriate care and assist with this initiative please tell Reception or your Doctor if you are of Aboriginal or Torres Strait Islander origin.

PATIENT RIGHTS AND FEEDBACK – We recognise that patients have certain rights and we will endeavour to support their rights. If you are feeling unhappy with any aspect of the services we provide to you or if you feel your rights are not supported, we would appreciate your comments. Your doctor, practice manager or receptionists on duty are available to discuss any problems you have. A suggestion box is available in the waiting room if you like to make a compliant/suggestion anonymously.

Should you wish to take any complaints further you can contact:

Health Quality & Complaints Commission, GPO Box, 3089, Brisbane Q 4001, Ph: (07) 3120 5999