

What we offer

We hope your first visit to our practice will lead to a relationship of many years where you develop a strong bond with your GP and the nursing and receptionist staff who care for you and your family.

Our practice serves the local community, keeping you healthy by appropriate medical treatment when needed and sharing advice on how to maintain good health and prevent illness whenever possible.

As a teaching practice we often host registrars and students, they're fully supported by our experienced staff and are always full of enthusiasm and eagerness to excel at general practice.

Practice Leader

Anne-Marie Boulton

Clinical Leader

Virginia Bolt

Practice Nurse

Ellen Gaskett

Lucy Roche

Jacinta MacGibbon

Receptionists

Belinda

Michelle

Joanne

Michelle

Belinda

Judy

Lynn

Our Philosophy

Preventative medicine to keep you healthy.

Combining modern technology with the latest clinical evidence to help manage your health.

Our Services

Child health

Childhood Immunisations

Health checks

Men's Health

Women's Health

Contraception

Mental Health

Chronic disease management

Fees and billing arrangements.

Fees are payable at the time of consultation by cash or credit / debit cards. The current fees can be seen at reception or on our website.

Children under 16, valid Pension, valid DVA & valid HCC holders will be bulk billed.

All accounts must be settled on the day. We have a no credit policy.

If you have any questions regarding our fees, please discuss this with us

Appointments

Please phone **8432 3333** for an appointment. Every effort will be made to accommodate your preferred time and GP. Emergencies will always be given priority and our reception staff will attempt to contact you if there is any unforeseen delay or your GP has been called away. Longer consultation times are available, so please ask our receptionists if you require some extra time, for example when consulting for multiple problems or completing forms. Please let us know this when you book the appointment.

Smoking policy

This practice has a no smoking policy.

Website

www.nillmc.com.au

After hours service

Research Medical Centre has contracted Doctor Doctor locum service to provide our out of hours care for our registered patients with no charge. You can contact Doctor Doctor by telephone when we are closed on: 8341 1711

Practitioners

Dr Nigel Berry

Dr Carolyn Royse

Dr Jacqueline Laing

Dr Robert Smith

Dr Alicia Polakiewicz

Dr Andrew Mason

Dr Tony White

Dr Mary Ang

Dr Adam Wade

Dr Maheshy Sooriyakuman

Dr Asha Ford

Dr Matthew Li

Your rights, feedback and complaints

If you have a problem we would like to hear about it. Please feel free to talk to your doctor or the receptionist. You may prefer to write to us or use our suggestion box. We take your concerns, suggestions and complaints seriously. Should you need to make contact, our practice leader on sites email address is admin@nillmc.com.au.

If you feel there is a need to take your concern further, you may prefer to contact the Victorian Government Centre for handling healthcare complaints, see details below.

Health Services Commissioner

30th Floor, 570 Bourke St, Melbourne Vic 3000 Complaints and information: 1300 582 113

Telephone: (03) 8601 5200; Fax: (03) 8601 5219 Email: hsc@dhs.vic.gov.au;

Web: www.health.vic.gov.au/hsc/index.htm

Reminder System

Our practice is committed to preventative care. We will automatically include you on our reminder system. We may issue you with a reminder notice 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 receptionist know.

Results policy

In the interests of best practice and privacy, and unless otherwise advised, you should book an appointment one week after any investigations/tests have been performed. It is your responsibility to book this follow up appointment to get your results.

Home and other visits

Home visits are available at the discretion of our GPs. Due to a high workload, this is not always available and for matters of medical urgency or illnesses that require hospital assessment or care, you may be asked to attend the local hospital. Please enquire regarding fees.

Opening Hours

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| Monday | 9:00am to 5:30pm |
| Tuesday | 9:00am to 5:30pm |
| Wednesday | 9:00am to 5:30pm |
| Thursday | 9:00am to 5:30pm |
| Friday | 9:00am to 5:30pm |

Care outside normal opening hours

We have contracted to the Doctor Doctor Service to provide Out of Hours care. When we are closed, you can contact them on 8341 1711

Telephone access

If you phone the Clinic requesting to speak to your doctor, you will be asked to leave a number on which you can be contacted. We aim to return phone calls within 24 hours. If the matter is urgent, either: your doctor, another doctor or the practice nurse will be able to take your call immediately.

Should you feel seriously unwell, be suffering chest pain or severe shortness of breath, you should call an ambulance on 000 immediately. Minutes could save your life.

In many instances, the doctor or nurse will be unable to provide advice over the telephone.

If unwell, patients should attend the clinic in person.

Privacy of information

Your medical record is a confidential document. It is the policy of this practice to maintain the security of personal health information at all times and to ensure that this information is only available to authorized members of staff. We abide by the 10 national Privacy Principles available at www.privacy.gov.au/health/index.html.

Copies of the Practice Privacy Policy are available at reception or on our website.

www.nillmc.com.au

Communication

In line with our privacy policy, our practice will only engage in communicate via telephone, SMS message, in person and fax. We are not able to guarantee the security of emails, sent or received and as a result we will not be able to engage in email communications.