

## Authority to obtain information Bääny bi wël ë lëk kuöt

The aim of your return to work service provider (the provider) is to assist you to return to and/or remain in suitable employment and/or assist you to achieve re-integration into the community. In addition to speaking with your case manager, they may need to discuss confidential information relevant to your injury with your doctor, medical provider/s, employer and in some instances other people/organisations and obtain information from them. By completing this authority to obtain information (the authority) you are giving your provider permission to obtain information relevant to your return to work activity.

Kë wic raan duun kony yiin (the provider) ee ku ba dhuk luöy yic wälä kony yiin ba nyien du yök akut yic. Raan duun kony yiin a bë jam kek raan muk wël alaḅ du, aya, a lëu bë wël alaḅ du jääm yiic kek akiem du, raan duun muk wël ë kiim, raan duun ci luöoi ku aguirguiir kök bi wël kök yök thin. Na thionḅ athör kën rin bääny (the authority) bi wël ë lëk kuöt, ka yin a cë raan duun kony yiin (the provider) puöl bë wël alaḅ du alaḅ dhuk luöy yic tën röi ë luöy kuöt.

I (please print): / **Yeen** (manha gät ka la geygey):

claim number (if known) / **Nämba ë Apuk (të njic yin yeen):**

authorise my provider (specify organisation) /  
a päi aguir (the provider) diëen kony **yeen** (luel rin aguiëer):

to obtain information relating to my injury/illness (specify) /  
bë wël alaḅ dië kuöt alaḅ röi/tuany dië (luel röi wälä tuany rin):

sustained at work on or about (date) /  
Wäär loi rot tēnlucy aköl nīn (luel kööl röi/tuany): \_\_\_ / \_\_\_ / \_\_\_

from the following people/organisations I have indicated to the right to assist in the management of my recovery and/or return to work.

Köc/aguirguiir ca kuëen piny tēn aa ca gām riel bi kek ya kony muöök dië kaam tuëny yeen rin ba pial ku/tëdä ka ya bë dhuk luöy yic.

Refer to user notes on reverse  
Tiḅ lëk akuëen athör kën köu

**For general authority**, please tick the box/es provided.

**To limit authority**, do not tick the box/es. Instead, write the names of people/ organisations you are authorising on the dotted line/s. You may also choose a combination of general and limited authority.

**Rin bääny amatnhom**, manha riḅ thanduk thok. **Rin ba bääny tek yic**, duk thanduk riḅ thok. Ye rin ë köc/aguirguiir ca gām bääny kek gät gin cë tem köu yic. Aya, a lëu ba bääny amatnhom ku bääny wic ba tek yic löc kedhie.

Assessing and treating medical doctors /  
Akiim tiḅ raan ku gëmkä döc

Assessing and treating medical providers (e.g. physiotherapist) /  
Aguirguiir (the providers) ë kiin tiḅ raan ku gëmkä döc  
(cīt adööm)

Pre-injury employer representatives /  
Köc raan cë köc luöoi jääm ḅon këc röi rot gua looi

Host employers / Köc leḅ tē luui köc thin

Potential/new employers / Köc ë yam lëu bik raan luöoi

Training organisations / Aguirguiir piöoc köc

Other (e.g. union representative, community organisations) /  
Köc kök (cīt raan aguir ë köc luöy, aguirguiir ë wut

I approve a copy of the authority, including an electronic version, being treated as the original. The authority is valid for the duration of my claim unless it is superseded by a new authority or until such time as either I, or my representative, revoke the authority.

Wuḅ athör kën, gut wuḅ cë gät dukuën yic, a ca puöl bë ya tiḅ ka cīt kë la jik. Pëlpël kën a bë rëer nyien de kaam wic ḅen kuöony tē këc pëlpël dëd ben bëëy bei wälä ḅet kööl bi ḅen ye teem köu wälä kööl bi raan diëen jëem ya thok ye teem köu.

Signature Thaany	Date Kööl
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## Instructions for completing the Authority to obtain information

The Return to work service provider must arrange for this authority to be completed and signed by the worker prior to any information of a confidential nature being obtained in relation to the worker's recovery and return to work. It is important the worker be provided assistance to fully comprehend the purpose and use of the authority and offered assistance to complete the Authority to obtain information form (the form). Further information may be obtained from ReturnToWorkSA on 13 18 55.

1. The worker has the right to seek independent advice before signing the form. This is not a prescribed form and therefore the worker has the right to alter the form or provide an alternative authority.
2. Involvement of a representative of the worker should occur only if requested/authorised by the worker.
3. Prior to obtaining confidential information, providers must ensure the authority is valid (e.g. has not been revoked by the worker) and the information is relevant to the management of the worker's recovery and/or return to work.
4. In relation to the worker approving people/organisations involved in their recovery and/or return to work, they are to:
  - 1) either tick the box provided or leave the box blank and specify names if choosing to limit authority (e.g. Dr Adam X or Y's Medical Centre); and
  - 2) tick or specify only relevant people/organisations as not all will be relevant to the worker's recovery and/or return to work.
5. If changes are made to people/organisations involved in the worker's recovery and/or return to work, the worker is to be asked to sign a new authority. Once signed, the latest authority will automatically supersede the previous authority. Therefore it is essential that the new authority include all previously listed people/organisations, if still relevant.

6. A copy of the completed and signed authority must be provided to the:
  - worker
  - case manager
  - employer or employer representative/s
  - people/organisations authorised by the worker to release information to the provider

Note: It is necessary to provide a copy of the authority to the worker's pre-injury employer **only** if the worker is still employed by that employer.

7. A copy of all completed and signed authorities are to be kept together in a prominent position on the return to work services file and forwarded to relevant people/organisations as required. If there is more than one return to work services file for the worker, a copy of the most recent authority is to be kept on each file.
8. This form is available in several common languages at [www.rtwsa.com](http://www.rtwsa.com). If an interpreter is used for completing the authority, please ensure the Interpreter declaration form is also completed and attached to the authority. For a copy of the form and guidelines please contact ReturnToWorkSA on 13 18 55.
9. The provider has forwarded copies of the authority to the following people/organisations on the dates noted:

<input type="checkbox"/>	Worker	___/___/___
<input type="checkbox"/>	Case manager	___/___/___
<input type="checkbox"/>		___/___/___
<input type="checkbox"/>		___/___/___
<input type="checkbox"/>		___/___/___
<input type="checkbox"/>		___/___/___

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Australia 5000

Phone: 13 18 55  
Fax: 08 8238 5775  
Email: [info@rtwsa.com](mailto:info@rtwsa.com)  
Website: [www.rtwsa.com](http://www.rtwsa.com)

To contact ReturnToWorkSA in a language other than English, please ring the Interpreting and Translating Centre on 1800 280 203 and ask them to contact us on 13 18 55.

### **This interpreting service is available at no cost to you.**

If you need any information in braille, audio, e-text or large print, please call us on 13 18 55 and we will do our best to help you.

If you are deaf or have a hearing or speech impairment you can call ReturnToWorkSA through the National Relay Service (NRS):

- TTY users can phone 13 36 77 then ask for 13 18 55.
- Speak & Listen (speech-to-speech) users can phone 1300 555 727 then ask for 13 18 55.
- Internet relay users can connect to NRS on [www.relayservice.com.au](http://www.relayservice.com.au) then ask for 13 18 55.