

Forms to complete

Completing and Submitting your Admission Forms and Health Questionnaire

Attending an anaesthetic clinic?	Return Admission Form to Royston Hospital no later than 10 working days prior to your procedure. Take Consent Form and Health Questionnaire to your appointment, then return these forms to Royston Hospital.
Not attending an anaesthetic clinic?	Return all three forms to Royston Hospital no later than 10 working days prior to your procedure: DELIVER/COURIER or POST to Royston Hospital, 500 Southland Road, Hastings 4122 (envelope provided) or FAX (06) 873 1189 or EMAIL admissions@royston.co.nz If you faxed or emailed the forms to us, please bring the originals with you on admission.

The forms can be delivered/couriered, posted, faxed or emailed.

Deliver/Courier	Royston Hospital, 500 Southland Road, Hastings 4122
Post	A FREEPOST envelope is provided
Fax	06 873 1189
Email	admissions@royston.co.nz

We recommend that you take a photocopy of the forms and bring these with you on your admission day.

If you have faxed or emailed your forms, please bring the originals with you on admission.

About these forms

Consent Form:	Relates to your medical diagnosis and details of your treatment and should only be completed and signed after consultation with your specialist(s). Completion and signing may occur on the day of surgery.
Admission Form:	Contains personal and payment information and your agreement to pay the hospital charges.
Health Questionnaire:	Provides us with necessary details about your medical/surgical history and personal requirements.

Privacy of health information

Under the provisions of the Health Information Privacy Code 1994, we have a requirement to collect and store information about each of our patients to help provide quality, safe treatment. It is mandatory for us to send certain health information to other organisations such as the Ministry of Health.

Your medical records will be kept secure and will be accessed only by authorised personnel for the purpose of your care. As a patient, you have right of access to your medical records for as long as we store them. Requests for access can be made through our Privacy Officer who will be happy to provide you with the necessary form to complete.

On the day of your procedure and until you are able to receive phone calls, our reception or nursing staff will provide callers with a general statement about your health, unless advised otherwise.

If you do not wish to have any information disclosed, please discuss this at the time of admission.

If for any reason you require to be transferred to another hospital, a copy of your notes from Royston Hospital will accompany you.

For further information, a copy of the Health Information Privacy Code is available on request.

Handy
map on
the reverse

Getting to Royston



Location

The main entrance is from Prospect Road. The carpark (in blue on the map above) can be accessed via Southland Road or Prospect Road. Street parking is also available.