

## Provisional Payments Scheme for Emergency Workers Pilot Pilot Opt-In Documents

### ***What is this form for?***

This form is to let you know that you can ask to participate in the Pilot. It contains information to help you decide if you want to participate. It also lets you know what kinds of information about you will be used for the Pilot, who it will be shared with and why.

### ***What is the Pilot?***

The pilot allows emergency workers with a work-related mental injury, including employees and volunteers, to receive payments to cover medical and other expenses while they wait for their claim to be determined.

### ***How does the Pilot work?***

If eligible to participate your reasonable medical or other mental injury related expenses will be covered while you wait for your claim to be determined.

Your employer or agency will pay you or your treatment provider for your expenses while you wait for your claim to be processed. You can ask your employer or agency for an up-to-date list of expenses covered by the Pilot, or access it at <https://www.vic.gov.au/provisional-payments>.

If your claim is rejected, you can still receive payments up to a total of 13 continuous weeks from the date your employer receives the claim form.

Before you seek reimbursement from the Pilot, you must make sure that your Medicare entitlements (not including a Medicare mental health plan) are paid to you first. You must tell your employer or your agency if you have claimed for your expenses from a source other than your Insurer or the pilot (e.g. from the Transport Accident Commission). If an expense is paid by another source, the reimbursement from the Pilot may need to be paid back.

### ***What do I need to do to participate?***

Read this form and complete the attached Consent Form.

By completing the Consent Form you are agreeing to participate in the Pilot and your information being used for the Pilot as set out in this form.

Keep a copy of these documents and the Consent Form for your records. Your employer or the agency you volunteer for will need to let us know that you meet the eligibility criteria. You can ask them to tell you what the criteria are.

### ***What happens if I don't want to participate?***

The pilot is not compulsory and is separate to your compensation claim.

If you choose not to participate your claim will continue to be assessed by the insurer and you will receive a decision of the outcome from them.

### ***How will the Pilot collect and use information about me?***

The Department of Justice and Community Safety (**Department**) needs your information to administer the pilot, including to reimburse your expenses.

The information that the Department will collect about you will not identify you, and will only include information about the cost of the health services you access and your eligibility for the pilot. This information will include:

- your account details and invoices for paying reimbursements;
- whether your insurer rejects your claim; and
- whether you are eligible for the pilot.

Most of this information will be provided to the Department by your employer or agency and WorkSafe (or other relevant insurer). This information will not be published through the pilot.

Your employer or agency will also be reimbursed for paying your expenses by WorkSafe or the department depending on whether your compensation claim is accepted or not.

As the Department needs to collect the information referred to above in order to administer the pilot, you will not be eligible to participate if you do not agree to this information being shared, as outlined.

### ***How will my privacy be protected?***

The department values your privacy and is committed to protecting the personal and health information it collects. In Victoria the collection of personal and health information is governed by the Privacy and Data Protection Act 2014 (Vic) and Health Records Act 2001 (Vic), respectively. These Acts set outline what the Department must do when it collects, uses, discloses, handles and destroys personal and health information.

You can find more information on the department's Privacy Policy here:

<https://www.justice.vic.gov.au/your-rights/privacy/information-privacy-policy>

### ***Can I ask for access to my information or have it corrected?***

You can request access to and correct any of your personal or health information held by the department by written request to [privacy@justice.vic.gov.au](mailto:privacy@justice.vic.gov.au).

There may be limitations on your right of access, and costs associated with access, amendment or deletion.

**Can I withdraw my consent?**

You can withdraw your consent by providing written notice to [privacy@justice.vic.gov.au](mailto:privacy@justice.vic.gov.au).

If you withdraw your consent you will not be able to participate in or access the benefits from the Pilot. You cannot withdraw consent after your eligibility period for access to the pilot has concluded.

**Consent Form**

By signing this consent form, you are agreeing that you have read and understood the opt-in documents including this consent form and the emergency worker factsheet. Additionally, you have had the opportunity to ask questions and seek professional advice before signing this consent form.

You acknowledge that you have read and understood how your information will be used for the purposes of administering the pilot. You agree to your information being used for the purposes of administering the pilot and you agree to participate in the pilot.

1. I also agree that my information can be used for the purposes of administering the pilot.
<input type="checkbox"/>

**Signed** by the Emergency Worker

Name *(please print)*

.....  
.....

Date

.....