

Section 51 Manual for Barker Inc Physiotherapy Promotion of access to information manual

This document is prepared in terms of section 51 of the Promotion of Access to Information Act.

Introduction to the practice

This private practice is the practice of Barker Incorporated, the directors of which are Bruce Barker and Charlene Cattell. We run our practice according to the requirements set by the Health Professionals Act of 1974, and are subject to the authority of the Health Professionals Council of South Africa (HPCSA). Our business is to practice physiotherapy within the scope and ambit of our competence and training, as defined from time to time. We are bound by a number of ethical rules issued by the HPCSA, most notably the duty to preserve patient confidentiality, unless legislation or a court order compels us to breach this duty.

Section A – Our details

Full Name : **Barker Incorporated Physiotherapy**

Practice Registration Number (if applicable) : **PR 00078351**

Registered Address : **Block 3, Medical Centre, Life Robinson Hospital,
Hospital Street, Randfontein**

Postal Address : **PO Box 4400, Helikon Park, 1771, Randfontein**

Telephone Number : **011 696 5041**

Fax Number : **011 692 1982**

Head & Designated information officer: **Bruce Barker**

Section B – See the official SA Human Rights Commission Guide

Section C – Information available from this practice in terms of the Act

1. Categories of information

(a) INFORMATION ON FORM OF PRACTICE

We are practicing in an incorporated practice and hold documentation and records required by the Companies Act of 1973, including, but not limited to the prescribed certificates, memorandum and articles of association, minute books, resolutions, forms and registers of directors and shareholders, etc

(b) INFORMATION RELATING TO THE PROFESSIONAL STATUS OF PERSONS WORKING IN THE PRACTICE

Certificates and cards proving professional registration at the HPCSA, The South African Society of Physiotherapy, and other relevant Boards and Councils; Proof of payment of annual and registration fees

(c) ASSETS, FINANCIAL INFORMATION AND RECORDS HELD IN TERMS OF MEDICINES CONTROL ACT OF 1965

Register of Mortgages and Debentures and Fixed Assets; Annual Financial Statements including: Annual accounts; Auditor's report; Books of Account; Supporting schedules to books of account and ancillary books of account; Accounting records; Books of Account including journals and ledgers; Bank statements; Stock sheets; Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange; Claims to medical schemes;

(d) PATIENT RECORDS

Records are held on all patients. Records are kept between 6 and 9 years, or as legislation from time to time determine. Children's records are kept until the age of 21. These records constitute personal confidential information that is protected from unauthorized third-party access.

(e) EMPLOYMENT RECORDS

Employees' names and occupations; Time worked by each employee; Remuneration paid to each employee; Attendance register; Salary and wages register; Disciplinary proceedings, Arbitration awards and CCMA cases; Skills



Development Plan and training records; Staff records (after date of employment ceases); Expense accounts (including account(s) held by physiotherapist(s));

IRP5's and Tax information pertaining to the employment of employees; Employee contracts; Performance management records; Incentive schemes; Study assistance schemes; Conditions of Employment and Policies (including but not limited to leave policies, Motor vehicle scheme, telephone policy, etc; Locum agreements and locum records.

(g) HEALTH AND SAFETY

Evacuation plan; Information related to Health and Safety Committee/Officer.

(h) PROPERTY (FIXED AND MOVABLE)

Title Deeds; Leases; Building plans; Mortgage Bonds or servitudes to fixed property; Asset register; Finance and Lease Agreements.

(k) AGREEMENTS AND CONTRACTS

Agreements with utility company/ies/close corporation(s), software house / data warehouse /IT agreements; agreements concerning provision of services or materials; agreements with contractors and suppliers; sale agreements; purchase or lease agreements.

(l) TAXATION & VAT

Copies of all Income Tax Returns and other tax returns and documents relating to Income Tax and VAT.

(m) LEGAL

Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation, Settlement agreements.

(n) INSURANCE

Insurance policies; Professional Indemnity; Claim records; Details of insurance coverages, limits and insurers.

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form available from: our information officer (see above); the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development website (www.doj.gov.za). There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form. You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges. Access to information is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for this right. You will be notified whether your request has been approved. The fact that information is held by us and being listed in this manual should not be construed as conferring upon any requester a right to that information.