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| Contact Details |
| Health service establishments |

The *Health Services (Health Service Establishments) Regulations 2013* requires the notification of appointment of a chief executive officer, acting chief executive officer, director of nursing, acting director of nursing, director, board member or office bearer, complaints officer and/or medical director. The proprietor must notify the Department of Health and Human Services **within 28 days** of the appointment.

To keep your contact details up to date, please complete the summary contact details below and continue to the new appointment or termination forms on the [Private Hospitals website](https://www2.health.vic.gov.au/hospitals-and-health-services/private-hospitals/forms-checklists-guides) and complete the appropriate notification form.

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| Name of health service establishment: |  |
| Address of establishment: |  |
| Proprietor: |  |

## Confirmation of contact details

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| --- | --- | --- | --- |
| Chief Executive Officer | | | |
| Name: |  | | |
| Contact mobile number: |  | Contact phone number: |  |
| Email address: |  | | |
| Clinical Services Manager | | | |
| Name: |  | | |
| Contact mobile number: |  | Contact phone number: |  |
| Email address: |  | | |
| Director of Nursing | | | |
| Name: |  | | |
| Contact mobile number: |  | Contact phone number: |  |
| Email address: |  |  |  |
| Finance / Accounts / Administration | | | |
| Email address: |  | | |

#### Change of contact details (please complete the following to update your contact details)

|  |  |
| --- | --- |
| Chief Executive Officer | |
| Name: |  |
| Contact phone/mobile: |  |
| Email address: |  |
| Clinical Services Manager | |
| Name: |  |
| Contact phone/mobile: |  |
| Email address: |  |
| Director of Nursing | |
| Name: |  |
| Contact phone/mobile: |  |
| Email address: |  |
| Finance / Accounts / Administration | |
| Email address: |  |

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| --- | --- |
| **Internal authorisation:** |  |
| **Date:** |  |
| **PHUD:** |  |
| **DB:** |  |

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