



Patient Form and Data Protection Consent

Please complete in block capitals or electronically. This information is used solely for your care and its billing.

1 Personal details

First name	Surname
Date of birth	Gender ☐ f ☐ m ☐ other
Nationality	Marital status
Street and number	Postcode and town
Phone / mobile	E-mail
Occupation	
Emergency contact (name and phone)	Gynaecologist
General practitioner	Paediatrician
Other health professionals involved (name, role, phone)	

2 Insurance

Health insurer (basic insurance)	Insured person's no. / insurance card no.
Supplementary insurance (if any)	

3 Representation

Only to be completed if the patient is a minor or lacks capacity of judgement.

☐ not applicable ☐ Parents / parental responsibility ☐ Legal representative ☐ Deputyship / guardianship ☐ Power of attorney

Surname, first name (or institution)	Address
Phone / mobile	E-mail

4 Declaration of consent

Under the Swiss Federal Act on Data Protection (FADP), the processing of health data generally requires the patient's express consent; you therefore confirm the following consent with your signature. I expressly confirm that I agree to the processing of my data, to access to this data by midwife Jeannine Herger and to the disclosure of this data to the following recipients:

Data category	Description of data	Recipients	Purpose
Master and contact data	Personal particulars, contact and insurance details	Health insurer, service providers for invoicing	Identification, scheduling of appointments, billing
Health and treatment data	Medical history, diagnoses, findings, progress notes, birth and postnatal records	Doctors (gynaecology, paediatrics, general practice), hospitals, deputising midwives and other professionals involved in care during pregnancy, birth and the postnatal period	Continued treatment and follow-up care, interprofessional collaboration, documentation
Laboratory and examination data	Patient data together with blood, urine and swab samples	Laboratory, referring and subsequently treating doctors	Investigation, analysis and medical processing
Prescription data	Prescriptions and orders	Pharmacies (incl. e-prescription)	Dispensing of medicines and medical supplies
Billing and invoicing data	Service and invoice data, payment reminders	Health insurer, billing service, debt collection agency appointed by the practice	Invoicing in accordance with statutory and contractual requirements, reminders, debt collection
Notification and register data	Notifications required by law (including notification of birth)	Civil registry office, cantonal and federal authorities	Fulfilment of statutory notification and disclosure obligations
Statistical data	As a rule anonymised or pseudonymised data	Federal Statistical Office, Swiss Federation of Midwives	Statutory reporting obligations, tariff and quality work
Financial and accounting data	Data for invoicing and for keeping the accounts	Fiduciary or accounting service, provider of the practice software and IT support	Accounting, operation and maintenance of the systems used

Disclosing and obtaining data

I am aware of the possible risks of exchanging sensitive personal data (unauthorised third parties may gain access where communication channels are not secure) and I am aware of my rights. I authorise midwife Jeannine Herger to obtain medical records and documents concerning me and my child from other health professionals, doctors and hospitals. This also applies to the exchange of data with deputising midwives. To the extent necessary for my care, this consent also constitutes a release from professional secrecy under Art. 321 of the Swiss Criminal Code.

Means of communication

Midwife Jeannine Herger passes on patient information exclusively via secure communication channels. For contact with me, I consent to the following channels (please tick as applicable):

☐ Phone ☐ SMS ☐ E-mail (unencrypted) ☐ Messenger service (e.g. WhatsApp, Threema)

I am aware that unencrypted e-mails and messenger services do not guarantee full confidentiality. I agree that administrative matters such as making and rescheduling appointments may be handled via these channels.

Photographs (optional)

☐ yes ☐ no Photographs may be taken for documentation purposes (e.g. assessment of wounds or breastfeeding) and stored in my records. Any publication of such images (e.g. website, social media) requires separate written consent.

Invoicing and late payment

The Swiss Federal Health Insurance Act (KVG/HIA) provides that patients receive a copy of the invoice. By signing this form I accept invoicing on paper or electronically, either under the tiers garant system (invoice issued to me) or the tiers payant system (invoice issued directly to the health insurer). If I fail to pay within the payment deadline and raise no substantiated objection, I am in default once that deadline expires and bear the costs of default. Third parties may be engaged for debt collection.

Appointments that are not cancelled at least 24 hours in advance may be charged to you. Please let us know in good time.

Withdrawal, retention and erasure

I acknowledge that I may withdraw my consent at any time, in whole or in part, without affecting the lawfulness of the processing carried out up to the withdrawal. Withdrawal must be made in writing. A request for erasure will generally not result in erasure, as midwife Jeannine Herger is required by law to retain the records; erasure takes place only in justified exceptional cases. Records are generally retained for twenty years after the last treatment.

☐ I have been informed that the additional document «Patient information on the handling of personal data» (page 3) is available to me and I have read it.

On the basis of the above and of any further verbal explanations, I consent by my signature to my personal data and my child's data being processed and transmitted in compliance with data protection law.

Place, date

Signature of the patient (or authorised representative)

Patient information on the handling of personal data

Below we inform you of the purposes for which midwife Jeannine Herger collects, stores or passes on your personal data, and of your rights under data protection law.

Controller

The controller responsible for processing your personal data, and in particular your health data, is midwife Jeannine Herger, Postmatte 11, 6462 Seedorf UR, hallo@frauhebamme.ch, +41 79 766 11 18. If you have questions about data protection or wish to exercise your rights, please contact her directly.

Data processing requiring consent

Your consent applies to midwife Jeannine Herger and her deputies as controllers, and to the recipients listed in the consent form. Where the purpose of your care requires it, the consent also constitutes a release from professional secrecy under Art. 321 of the Swiss Criminal Code. Your consent covers the handling of personal data as a whole, irrespective of the means and procedures used, in particular the obtaining, storing, retaining, using, altering, disclosing, archiving, erasing or destroying of data.

Collection and purpose of the processing

Your data is processed (collected, stored, used and retained) on the basis of the care agreement and statutory requirements, in order to fulfil the purpose of your care and the associated obligations. Data is collected in part by midwife Jeannine Herger in the course of your care. In addition, as part of the care mandate she also receives data from doctors and other health professionals who have treated or are treating you, provided you have given your consent. Only data connected with your care is processed in your records: the personal details given on the patient form, such as personal particulars, contact details and insurance information, as well as information and consent discussions, medical histories, diagnoses, findings and progress notes; in the case of postnatal care, the child's data as well.

Processing of the child's data

Where the newborn is also cared for, its personal and health data is processed as well. Consent for this is given by the parents holding parental responsibility. A minor patient who has capacity of judgement may consent to the processing of her own health data herself.

Transfers of data requiring consent

As a rule, data is processed on the basis of the statutory duty to keep records, to retain them and to issue invoices, including debt collection. Your personal data, and in particular your medical data, is transferred to external third parties only where this is permitted or required by law, or where you have consented to the disclosure in the course of your care.

- Data is transferred to your health insurer, or to the accident or disability insurer, for the purpose of billing the services provided to you. The type of data transferred follows the statutory requirements.
- Data is disclosed to cantonal and federal authorities (e.g. the civil registry office for the notification of birth, the cantonal medical service, the health directorate) on the basis of statutory notification duties or other statutory provisions.
- The patient and invoice data required is disclosed to a debt collection agency for the purpose of collecting outstanding payments.
- Data that is as a rule anonymised or pseudonymised is passed on to statistical bodies on the basis of statutory reporting obligations and for the profession's tariff and quality work.
- In individual cases, depending on your care and your corresponding consent, data is transferred to other authorised recipients (e.g. doctors, other midwives, breastfeeding counselling, parent counselling services, and other professionals involved in care during pregnancy, birth and the postnatal period).

Processing on behalf of the controller and data security

Service providers are engaged for the operation of the practice, namely providers of the practice and documentation software, IT support, and billing and accounting services. They process your data solely on behalf of and on the

instructions of the controller and are contractually bound to confidentiality and to compliance with data security requirements. Appropriate technical and organisational measures are taken to protect your data against unauthorised access, loss and misuse. Your data is stored in Switzerland as a rule. Where data is exceptionally disclosed abroad, this is done only to countries with adequate data protection or subject to additional contractual safeguards.

Retention period

Your records are generally retained for twenty years after your last treatment. At your express request they may be destroyed once this period has expired; otherwise they may also be retained beyond that period.

Withdrawal of your consent

If you have given your express consent to a data processing operation, you may withdraw it at any time, in whole or in part. Withdrawal must be made in writing. As soon as the written withdrawal has been received and the processing cannot be based on any legal ground other than consent, the processing will cease. Please note that midwives are required by law to keep and retain records; to that extent a withdrawal conflicts with this obligation. The same applies to the recipients named in the consent form, who as auxiliary persons engaged by the controller are likewise bound to secrecy (Art. 62 FADP, Art. 321 of the Swiss Criminal Code). The lawfulness of the processing carried out up to the withdrawal remains unaffected.

Information, inspection and release of records

You have the right to obtain information about your personal data at any time. You may inspect your records or request a copy. Providing a copy may in some circumstances be subject to a charge. Any costs, which depend on the effort involved in producing the copy, will be communicated to you in advance.

Right to data portability

You have the right to have data that is processed by automated or digital means released to you or to a third party in a common, machine-readable format. This applies in particular to the transfer of medical data to a health professional of your choice. If you request direct transmission to another controller, this will take place only where it is technically feasible.

Correction of your data

If you find or believe that your data is incorrect or incomplete, you may request that it be corrected. Where neither the accuracy nor the incompleteness of your data can be established, you may have a notice of dispute added to the record.

Legal remedies

If you believe that your data is not being processed lawfully, you may contact midwife Jeannine Herger. You may also approach the Federal Data Protection and Information Commissioner (FDPIC) or pursue civil law remedies.

The basis for this information sheet was kindly provided to the Swiss Federation of Midwives by the Swiss Medical Association (FMH); supplemented along the lines of the patient information issued by Ärztekasse Genossenschaft.

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